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# Establishment of a Resources Library System

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Bureau of Land Management — Montana



Resources Development Internship Program  
Western Interstate Commission for Higher Education

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Establishment of a Resources

Library System

U.S. Bureau of Land Management  
Montana State Office, Billings, Montana

June 10, 1974 - August 30, 1974

by  
Elizabeth Givens

Supervisor

Rita Stockdale

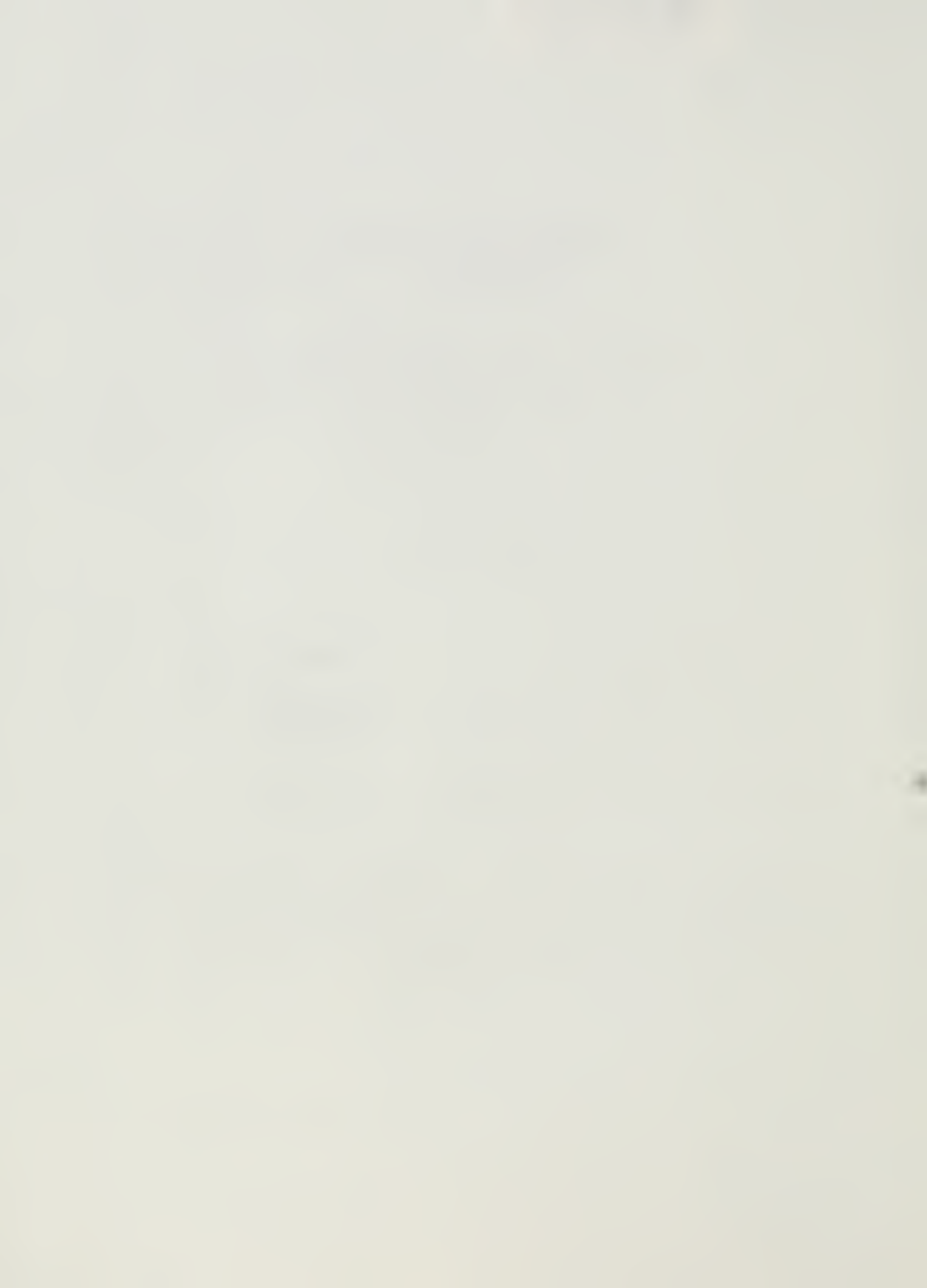
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September 3, 1974



## Table of Contents

|                                         |    |
|-----------------------------------------|----|
| Abstract . . . . .                      | i  |
| Project Report: Establishment of        |    |
| a Resources Library System. . . . .     | 1  |
| Introduction. . . . .                   | 1  |
| Objectives of the Project . . . . .     | 3  |
| Project Activities. . . . .             | 4  |
| Problems. . . . .                       | 5  |
| Recommendations and Conclusion. . . . . | 8  |
| Footnotes . . . . .                     | 12 |
| Bibliography. . . . .                   | 13 |
| Acknowledgements. . . . .               | 14 |

### Appendices

- A. Organization Chart, Montana State  
Office, Bureau of Land Management
- B. Interviews of Montana State  
Office Personnel
- C. Library Directory
- D. Handbooks
- E. Library Practice Procedures
- F. Sample Pages: Subject-Function  
Code



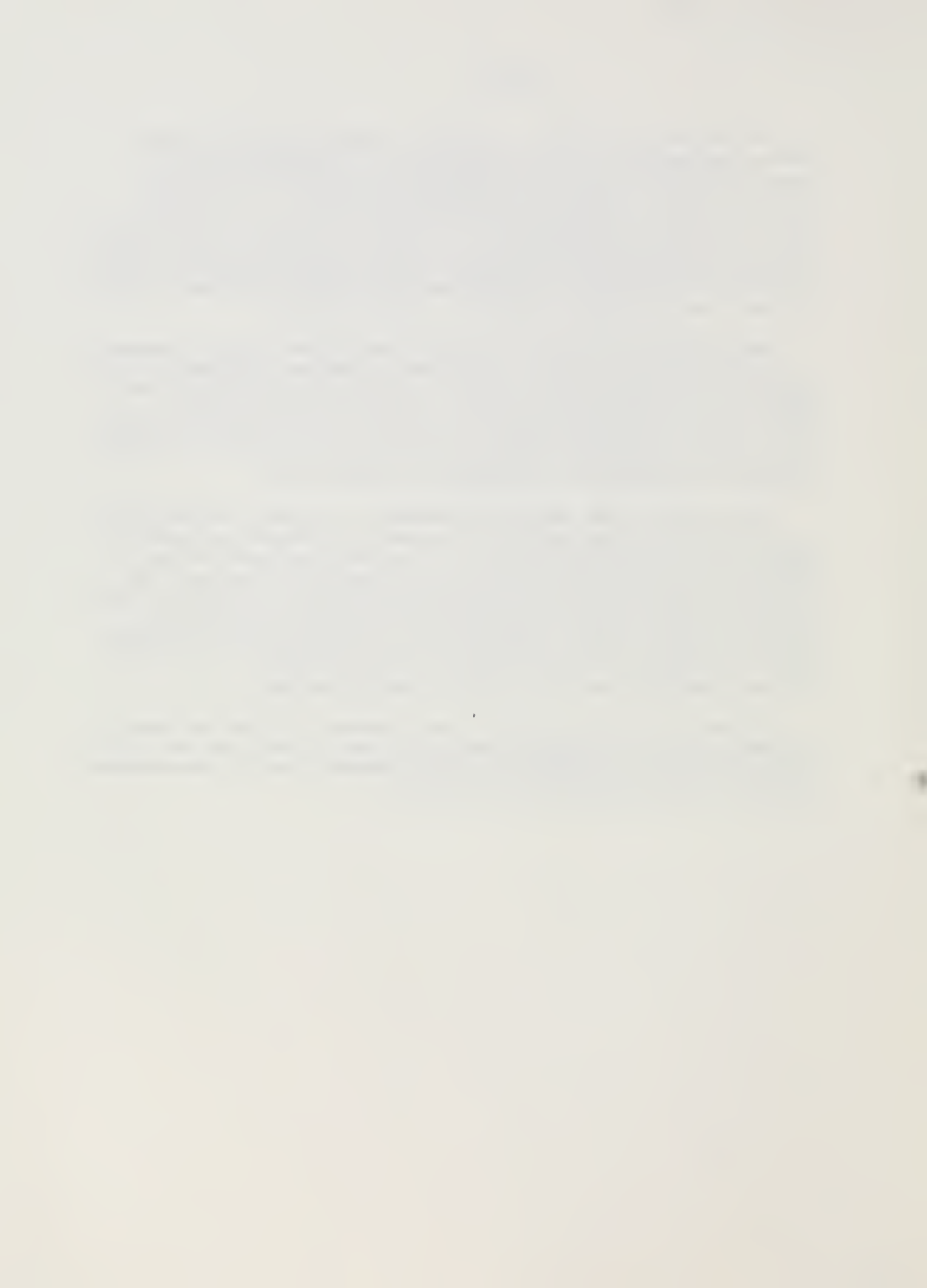
## Abstract

The Montana State Office of the U.S. Bureau of Land Management (BLM) is responsible for the administration of 8,600,000 acres of "Natural Resource Lands" and approximately 20 million acres of sub-surface resources in Montana, North and South Dakota. Its diverse activities include wildlife habitat management, outdoor recreation planning, surveying, archaeological site survey and salvage work, preparing environmental impact statements, and leasing lands for grazing, timber, and minerals development. The Montana State Office (MSO) has 6 district offices, a resource area office, and a project office.

The Montana State Office Library, a part of the Branch of Records and Data Management, Division of Management Services, consists of approximately 1,400 volumes of materials--a collection which reflects the diversity of the organization itself. Library materials include technical as well as general interest literature, BLM and other Department of the Interior reports, pamphlets, periodicals, legal materials, proceedings of conferences, and theses and dissertations.

The purpose of the Resources Development Internship Project was to catalog the collection, improve the access to materials, and develop a general system of Library operation to include maintenance of the collection and services to MSO and District personnel. Development of services involved interviewing selected MSO personnel in order to determine their Library needs, developing a loan system for the District offices, contacting area libraries and the Department of the Interior Library in Washington, D.C., in order to extend their services to the MSO, and improving upon the content of the collection.

The written product of the project consists of procedure manuals for the upkeep of the Library, user guidelines for both MSO and District personnel, a Library Directory, policy statements, and recommendations for further Library growth and development.



## Establishment of a Resources Library System

### Introduction.

#### The Montana State Office of the Bureau of Land Management.

The Montana State Office of the U.S. Bureau of Land Management (BLM), an agency of the Department of the Interior, is responsible for the administration of 8,600,000 surface acres of "Natural Resource Lands"<sup>1</sup> and approximately 20 million acres of subsurface resources in Montana, North and South Dakota.<sup>2</sup> Its diverse activities include wildlife habitat management, outdoor recreation planning, surveying, archaeological site survey and salvage work, preparing environmental impact statements, and leasing lands for grazing, timber, and minerals development. The Montana State Office (MSO) has 6 district offices, a South Dakota resource area office, and a North Dakota project office.

The Montana Bureau of Land Management is involved in a period of great change and growth. The current energy issue, which in Montana focuses on coal mining and electrical power development, is of direct concern to the BLM--especially in its mineral leasing activities. The awakening of public interest in the BLM, the growth of state and county governments' awareness of federal public land resources, and legislation such as the National Environmental Protection Act (NEPA) have all placed unprecedented demands on the BLM.<sup>3</sup>

Research is having to be carried out in areas that heretofore have not been studied by the BLM. In the Montana State Office and District offices new positions have had to be added to meet these demands--positions which for the most part have never been filled by the Montana BLM in the past. These include Hydrologists, Water Quality Specialists, Mining Engineers, a Biologist-Ecologist, Soil Scientists, a Writer-Editor for the environmental impact statement teams, a Landscape Architect, an Archaeologist, and a Sociologist.

In the past three to four months the employment roster of the BLM in the state of Montana has grown from 206 to 261.<sup>4</sup> In the next fiscal year the Montana BLM is expected to again grow by at least this much.<sup>5</sup>

#### The Montana State Office Library.

An unsung but vital part of the BLM's work is the Division of Management Services which administers the activities of personnel, property and procurement, financial, and records management. The Library is under the administration of Management's Branch of Records and Data Management, Records Management Section. It is divided into three

sections--the Mineral, Legal, and the General Libraries. The focus of the Internship Project was on the General Library--another unsung, but unfortunately, untapped part of the Montana State Office's operation.

The General Library reflects the diverse activities of the BLM. It consists of approximately 1,400 volumes,\* the subject content of which runs the gamut from personnel management to cadastral surveying, from environmental education to wildlife refuge management. Library materials include technical as well as general interest literature, BLM and other Department of the Interior reports, periodicals, pamphlets, proceedings of conferences, and theses.

The General Library has lain dormant while at the same time growing and becoming unmanageable. MSO personnel have preferred, and understandably so, to keep references which are important to their daily work in their own offices. They have donated those materials of marginal value to the Library. So, while the General Library has grown in size, it has not increased in value to MSO personnel. Although Library materials have been arranged in the BLM's Subject-Function Code, a classification system which groups materials into subject areas with the numbers 1000 through 9000, control was not tight enough to assure that the more valuable informational sources would not become "lost." Several MSO personnel expressed the concern that if they donated their more important books to the General Library, they would never be seen again by anyone, defeating the purpose of a library altogether.

There is a history behind the development of the General Library and reasons for the eventual rise to its state of dysfunction. Personnel in the State Office had recommended for several years that a library be organized. Due to the increase in volume of information coming into the MSO and the growth of the BLM itself, an acute need was felt for a centralized information retrieval system. Further impetus for the organization of a library came from the Department of the Interior Manual directive 481 and the BLM Manual's 1279, both of which recommend as well as provide guidelines for library development.

The first step toward the organization of a central library came in the fall of 1971. MSO personnel were asked to donate materials from their office collections to the Records Section. Many complied; and the resulting collection, the General Library was classified into the

\*The completed Library inventory (8/74) shows the following breakdown of Library materials:

|                             |             |
|-----------------------------|-------------|
| Hardbound books             | 167 titles  |
| Bibliographies              | 37          |
| Softbound materials         | c1075       |
| Miscellaneous materials     | 6           |
| Legal materials             | 32          |
| Laws, hearings, and reports | 22          |
| <u>Periodicals</u>          | <u>56</u>   |
| Total                       | 1395 titles |

Subject-Function Code and shelved along with the already existing Legal Library.

The paperbound materials--reports, periodicals, documents, pamphlets--were subject to little or no bibliographic and circulation control. Subsequently, the collection became scattered, fell out of its classification scheme somewhat, and grew to include materials of marginal importance.

Since August of 1972, hardbound books have fallen under more control. BLM Manual requirement in "1279--Library Management" states that catalog cards be made and a charge-out system be in operation for the more valuable library materials.

All in all, however, control was haphazard. Because of lack of confidence in the system, MSO personnel hesitated to donate newer and more valuable materials to the General Library. The Library became, in effect, a temporary resting place for unimportant materials before final disposal.

The centralization activities of 1971 were not complemented with the addition of a personnel position whose specific duties included Library upkeep. Although the addition of supporting personnel had been requested, it did not come about until August, 1974. In the meantime, Library upkeep activities had been an extra, tagged on the job sheet and accomplished only when Records personnel could find the time. As well as having to deal with what upkeep there was on the new Library, the same number of Records personnel had to manage the rise in volume of correspondence and other information coming through the MSO--a rise due to the information explosion as well as the growth of the BLM itself.

The energy issue, and the role which the BLM was coming to play in it, increased the need for a reliable information retrieval system. This development plus District offices' requests to have better access to General Library materials, brought renewed interest in the Library's development.

The Library improvement project which is described in this report is a direct result of this renewed interest. Michael Grattan, Chief of the Division of Management Services, was instrumental in securing the WICHE intern to undertake the project; Rita Stockdale, Records Management Specialist, and Edna Haverland, Chief of the Branch of Records and Data Management, were responsible for drafting the work outline for the 12-week project.

### Objectives of the Project.

Objectives of the Library improvement project fall under two broad categories: (1) the development of a system to manage Library maintenance and facilitate access to materials, and (2) the initiation and

development of services to both MSO and District offices personnel.

The objectives were pursued under the Project Outline which follows:

|                                         |                                                                                                                                                                                         |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1st through 3rd weeks,<br>June 10-28:   | Catalog materials of the Legal and General Libraries.                                                                                                                                   |
| 4th week, July 1-5:                     | Finish cataloging. Begin interviews, MSO personnel.                                                                                                                                     |
| 5th week, July 8-12:                    | Continue interviews. Prepare "library needs" list from interviews.                                                                                                                      |
| 6th week, July 15-19:                   | Contact and list services of Washington, Billings federal agencies, public, college, and special libraries. Prepare directory. Begin transfer of Library to new equipment and location. |
| 7th week, July 22-26:                   | Complete transfer of Library. Prepare manual on preparation of catalog cards.                                                                                                           |
| 8th week, July 20-Aug. 2:               | Prepare policy statements and create systems--(1) weeding, (2) loan policy and charge-out/recall system, (3) accession system--USDI Library, (4) subject catalog system.                |
| 9th week, Aug. 5-9:                     | Prepare Library self-service guidelines for MSO and District users.                                                                                                                     |
| 10th week, Aug. 12-16:                  | Complete unfinished projects.                                                                                                                                                           |
| 11th through 12th weeks,<br>Aug. 19-30: | Prepare written report.                                                                                                                                                                 |

#### Project Activities.

The written products of the project can be seen in the Appendices. Those products which fall under the objective of Library system are the procedure manuals and policy statements. Written products which are part of the development of Library services are the interview remarks, the Library Directory, and the user Handbooks.

There are intangibles and "unmentioned" in the accomplishment of project objectives, however--activities which have not been fully recorded in the Appendices. These are described in the following discussion.

An unexpected addition to the project outline was the Library move. With the premature arrival of new library shelf units, the General Library was separated from the Legal Library and placed in the Records Section area. Instead of tightly occupying 15 shelf units of 4 shelves per unit, the General Library in the new equipment occupies 8 units of 6 shelves each, with room for growth. The move and the new equipment provided the opportunity for improving the browseability of the collection-- a virtual impossibility in the former set-up due to crowding of the materials on the shelves. The periodicals collection, too, has become more accessible for browsing.

Another project activity was the establishment of better communications lines between the MSO Library and the Department of the Interior Library in Washington, D.C. The MSO Library now uses the Interior Library's acquisition service, thereby taking advantage of its contracts which can secure books and periodicals at less cost. It also receives and routes USDI bibliographies and current awareness bulletins to State Office personnel and makes greater use of the Interior Library's loan service.

Some improvement has been made in securing reference materials which cover issues of current concern for the BLM. The Library has acquired the Monthly Catalog of U.S. Government Publications from 1970 to date. It routes and takes better advantage of the acquisition tool, the Selected U.S. Government Publications. Indexes and bibliographies have been pulled from the General Library and placed on separate shelves to facilitate research activities.

In the acquisition of reference materials only the surface has been scratched, however. As the Library develops, as MSO personnel clarify their needs, more reference materials can be acquired.

The creation of the catalog system constituted a major part of the project effort. Title entry catalog cards were made for the non-hardbound materials. Both a title card catalog and a shelf-list were compiled. (See Appendices, "The Card Catalog" and "The Shelf-List") Copies of the shelf-list will be sent to the District, Area Resource, and Project offices to alert them of the Library's holdings and enable them to borrow from the Library.

#### Problems.

The project was not without its problems, and the Library system which was developed is not without its shortcomings.

The major problem encountered was that of the Subject-Function Code itself. Entitled "1220--Paperwork Management" in the BLM Manual,

the Code is used in all aspects of BLM work for classifying correspondence and filing records. The Manual's "1279--Library Management," requires that library materials be organized according to the Code, also. During the first week of cataloging it became evident that there were gaps in the Code and that there were many Library materials which simply did not satisfactorily fit into any of the numbers provided. Compromises have been made, the Procrustean bed employed, and "1700--Miscellaneous" used liberally.

As in any classification system, new subjects are created which are not found in the code. Because the BLM is in a state of flux, this is especially true for the Subject-Function Code. New subject materials which enter the Library must be "provisionally" placed in unsatisfactory codes until the Subject-Function Code catches up with the recent developments.

The Subject-Function Code provides no means of number expansion. A finite and non-expanding number of codes must accommodate the classification of resources which serve an organization of diverse and changing activities. Thus, assigning a unique number to each material is a virtual impossibility.

This factor is as much the fault of the Subject-Function Code as it is of the Library's method of creating call numbers, however. Most materials are assigned 2-line call numbers--the first being the code, and the second being the first 2 letters of the first most important word of the title. Therefore, many materials classified, for example, under 5000, Forest Management, have the call number 5000/Fo due to the fact that so many works in this area have titles beginning with "Forest." As a tool for locating specific works on the shelf, the call number, then, is not totally efficient. One might have to wade through a half-dozen 5000/Fo's until the desired work is found.

This situation is not an impossible one to work with because the collection is small. But when the Library grows, it will be necessary to add a third line to the call number in order to create a unique call number. (See the Appendix, "Managing Library Growth")

These three shortcomings--inadequacy of the Code, the non-expanding number system, and the method of title designation--limit the catalog in its capacity as a research and retrieval tool.

Another shortcoming of the catalog is the fact that it only allows access to materials by 2 means--the title card and the Subject-Function Code. To be a truly effective reference tool, the catalog should provide additional accesses by series, subject, and author. The catalog is only in its rudimentary stage now, however. Access needs will present themselves in due time as the Library grows, as Records Section personnel become more familiar with its operation, and as MSO personnel see the potential for true Library development.

Another problem encountered was that of the cataloging of the materials themselves. The collection is diverse in subject content as well as in form of material. Forms include pamphlets, government agency reports, theses, proceedings, documents, and series. The development of a consistent and simplified cataloging system to handle all forms was attempted but not satisfactorily achieved.

Cataloging manuals such as the Anglo-American Cataloging Rules and Esther Piercy's Commonsense Cataloging were helpful to a degree. So was the BLM's own "1279--Library Management." However, these sources present a complicated cataloging system relative to the needs of the MSO Library collection and the desires of the Records Section personnel. Provisos of the cataloging project were that title be the main entry and that card form and cataloging procedures be simple and contain as few exceptions to the rules as possible. Cataloging methods already set forth in the above-mentioned sources had to be adapted to these provisos.

The card form of block paragraphs was adopted from the form already in use by the Records Section for its hardbound books. The choice of information to be put on the card and the order of its arrangement was amalgamated from the AACR, Ester Piercy, the "1279," and the exigencies of the collection itself.

Exceptions could not be avoided, however. Two sections of the General Library, 1736, River Basin Planning, and 1792, Environmental Impact Statements, employ classification and cataloging schemes which vary from the normal procedure.

The resulting cataloging method is an unsatisfying one from a librarian's point of view. The card form and information arrangement are like those of no other libraries. If the MSO Library grows to the extent that it begins to utilize Library of Congress cards and/or acquires a full-time librarian who decides to change the classification as well as the cataloging schemes, a considerable amount of adaptation will have to take place.

The Library has been an in-house resource in the past and will probably continue to be so in the near future. As such, the cataloging and classification schemes will be functional. With increased public awareness of the BLM's activities and the rise in number of research projects which the BLM carries out with the cooperation of other federal agencies and private organization, there will be many "outsiders" trying to use the Library who will be thwarted in their attempts to retrieve information, however.

Also, the time will come when the Library will want to link up with another library or library system in order to expand its services and resources. When this event occurs, the shortcomings of the present system will become more evident.

## Recommendations and Conclusion.

Many recommendations have been discussed in the course of the report. Rather than reiterate them here, only short references will be made to them. Recommendations not already discussed will be brought out in more detail.

### Physical Improvements.

To facilitate searching for library materials, insert tabs into the collection which extend out from the shelves and show classification numbers.

Because of the shortness of the paper supply, adaptation to microfiche use will become an eventual necessity. To ease this adaptation, the Library should encourage the purchase of microfiche when it is available as an option to paper copies. Support the move toward microfiche by providing good readers, comfortable chair and desk arrangements, and a reliable system for storage and retrieval of microfiche.

### The Library System.

Expand the catalog by creating accesses for series, subject, and author.

Develop a system of classification which allows for a unique call number for each library material.

If the Denver Service Center changes to the Library of Congress cataloging and classification schemes, it would be advisable to follow suit. The Library of Congress system is more adaptive to collection growth than is the Subject-Function Code. And because it is used by so many libraries, it facilitates the establishment of cooperative library services.

### Services.

To avoid further loss of periodicals, discontinue the routing of the more valuable titles, such as Audubon and Montana, the Magazine of Western History. Rather, photocopy the contents page and route it as notification that the title has come into the Library.

Encourage the use by MSO personnel of area libraries by having the Records Aid make at least one trip to the Billings Public and/or Eastern Montana College Libraries per week in order to borrow and return materials.

## Library Growth and Development.

If a critique of the results of the project were held up against the project title, "The Establishment of a Resources Library System," for comparison, the project might be said to have been satisfactorily carried out. A system, despite its shortcomings, has been developed and it is a workable one, at least for the time being.

However, if the emphasis in the title were changed from "system" to "resources," the critique of the project would not fare so well. The project did not delve deeply enough into the development of the collection--in particular, the acquisition of reference materials such as indexes and abstracting services which keep up to date on the literature in the fields of BLM concern.

It is in the direction of resource development that the Library should move next. The development of a system is only the first step in the development of a library. The system should be used as a tool for the growth and improvement of the Library. It should be able to adapt to meet the demands put on it by the changing nature of the BLM. Therefore, a necessary quality of Records Section personnel, especially the Records Aid,\* is attentiveness to current issues of BLM concern and to changes in the organization itself.

As of now, the Library does not generate much excitement among MSO personnel. Full Library potential has not been recognized by many of the personnel. And those who understand the potential and value of libraries in general do not recognize that the MSO Library can possibly fulfill them. Steps should be taken to assure that new and ongoing Library services and facilities are made known to MSO personnel and that the needs of MSO personnel which can be met by Library services and facilities do not remain in the realm of wishful thinking.

The Library can keep MSO personnel posted on new and ongoing developments by issuing memoranda, lists of recent acquisitions and/or a newsletter. An example of a memorandum which the Library could issue would be the announcement of the acquisition of the Monthly Catalog of U.S. Government Publications, a description of its contents, and a discussion of its potentials for use as a reference tool and research tool.

---

\*A Records Aid has been appointed to a 36-hour permanent position with the Records Section as of August 26, 1974. A major part of this position's duties is Library upkeep--the first time that upkeep duties have been written into a job description for Records Section personnel to such an extent.

Supplements to the shelf-list can be issued as announcements of recent acquisitions. Or, memoranda and supplements can be combined into a newsletter to be issued regularly. The newsletter should have its own distinctive format to distinguish it from government-format which is so familiar to MSO personnel that it is quite often disregarded by everyone but the secretaries and Records personnel.

A means of assuring that MSO personnel make their needs known to Records personnel is to set up a Library advisory board. Communications is especially important in the growth stages of a library until its role and functions become more clear. A Library board would act as a communications channel between MSO personnel and the Library. It would keep Records personnel aware of changes in the BLM and of current issues of importance in BLM work. It can recommend reference materials and technical literature to be purchased. And it can review and recommend improvements in Library operations such as routing, circulation policy, and acquisitions procedure.

Ideally, the Library board, in its beginning stages, should be made up of individuals who have taken an interest in the Library and/or who have an appreciation and understanding of libraries in general. The board should rotate its membership so that eventually many MSO personnel have had a closer than usual look at the Library, the problems it has, and the potentials it offers.<sup>7</sup>

It should be a foregone conclusion that the Library is going to grow. If it follows the growth rate of other special libraries, it can be expected to double in size in 12 to 15 years if not sooner.<sup>8</sup>

A concurrent development with Library growth will be increased research activities by BLM personnel. BLM personnel are not going to be able to handle the increased research in addition to their regular duties. And present Records Section personnel are not going to be able to satisfactorily manage the increased work load brought about by the growth of the collection and continue in their other duties at the same time. Nor will they be able to respond to the increase in demands placed on the Library system--such as the creation of more accesses to materials (subject, series, and author), the establishment of such research-related services as literature searches, and the need for the development of a more controlled charge-out system and circulation policy.

A full-time librarian and/or research assistant will eventually become a necessity--a position which carries out such duties as conducting literature searches and compiling bibliographies, keeping abreast of and ordering the latest technical literature, compiling memoranda and newsletters, extending more services to the Districts, acting as a liaison with area libraries and the Department of Interior Library, and administering a more controlled charge-out and circulation system. An extra boon to the Library would be a librarian or research assistant who

could utilize the computer to conduct on-line searches of the bibliographic data of other data banks. Also, with a full-time librarian on the staff fragmentation of BLM libraries could be avoided; all three libraries, Mineral, Legal, and General could be coordinated into one library--in system and in physical location.

An alternative to the above recommendation is the formation of a cooperative library serving all federal agencies, staffed by a full-time librarian and/or research assistant(s). However, if the federal agencies continue to be separated physically from one another, such a Library would not be practical.

A further variation on the idea of a cooperative library is the establishment of a library which would support the research activities of municipal, state, federal, and private agencies that are involved in coal, energy, and environmental issues. Project research which went into the compilation of the Library Directory (in the Appendix) pointed up the inadequacy of area libraries to individually meet the needs of such research activities. Possibly sponsored and administered by the Billings Public Library or the Eastern Montana College Library, the cooperative library would be funded by all agencies which use it. It would contain the pooled resources of each member agency as well as those of the sponsor library; and it would acquire new resources of benefit to all agencies.

\* \* \* \* \*

The above recommendations based on the hypothesized growth and development of the MSO Library have gone far beyond the scope of what can be realistically expected to occur in the near future. Much speculation is involved, as is much idealizing.

The only aspect of these recommendations which is not speculation is growth. The Library is going to grow; the demands made upon it are going to grow also. It is growth and adaptation to a changing organization, more than any other single factors, which will shape further Library development.

## Footnotes

<sup>1</sup>National Resource Lands Digest, 1974; Montana, North Dakota, South Dakota (U.S. Department of the Interior, Bureau of Land Management, Montana State Office, 1974), p. 1.

<sup>2</sup>Bill Noble, Chief, Division of Resources, personal interview, August 22, 1974.

<sup>3</sup>Ibid.

<sup>4</sup>Faye Hyde, Chief, Branch of Administrative Management, personal interview, August 22, 1974.

<sup>5</sup>Ibid.

<sup>6</sup>Edna Haverland, Chief, Branch of Data and Records Management, and Rita Stockdale, Records Management Specialist, personal interview, August 28, 1974.

<sup>7</sup>Effie N. Birdwell, "Managing a Library with a Library Committee," Special Libraries, 50:6, July/August, 1959, pp. 235-237.

<sup>8</sup>Eva Lou Fisher, A Checklist for the Organization, Operation, and Evaluation of a Company Library (New York: Special Libraries Association, 1960), p. 48.

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Project assistants--Vivian Buck, Debbie Johnson, Marsha Prindle, and Nancy Seale.

### Billings Public Library:

Mrs. Cooper, Molly Madison, and Ellen Newberg.

### Eastern Montana College Library:

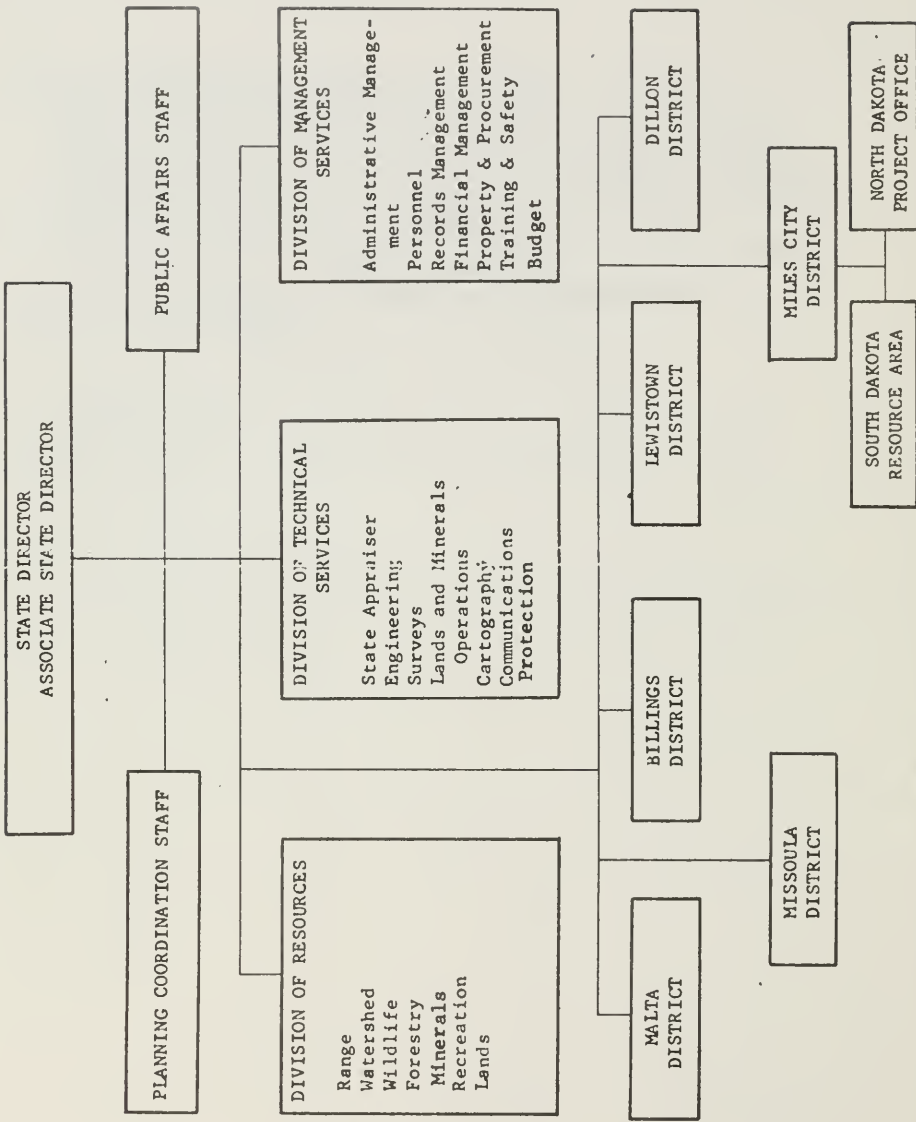
Josephine Self.

### University of Denver, Graduate School of Librarianship:

James Foyle.

APPENDIX A

Organization Chart  
Montana State Office, Bureau of Land Management



APPENDIX B

Interviews of Montana State Office Personnel



Interviews of Montana State Office Personnel  
July 1 to July 12, 1974

During the 4th and 5th weeks of the Library project, 18 people of the Montana State Office were interviewed. The interviews were conducted for the purposes of (1) soliciting the general opinions of a selected few personnel representing each division and most branches of the MSO, (2) acquainting the interviewer with the operation of the BLM, and (3) generating ideas for the Library project plan. The interviews were conducted informally rather than methodologically. Therefore, the following "Library Needs List" should not be used to make generalizations. However, it can be used in making further Library improvement decisions and in assessing the progress made thus far on the Library.

Some or all of the following questions were asked of each interviewee:

1. How can the Library be improved for the use that you make of it--materials, physical set-up, services?
2. How does your personal collection compare to the Library's in your subject area? Is the Library of use to you now? Is there anything in your collection that might be of use to others in the MSO and which should be included in the Library's collection?
3. For what purposes do you use the Library now--work, recreation..? How much research do you do now that involves reference to indexes, books, and periodicals?
4. What materials do you need that the Library does not have now--catalogs, manuals, reference materials, general works, technical works, etc?
5. If you knew of services and materials that Billings Public and Eastern Montana College Libraries have, would you use them?
6. Should the acquisition procedure remain as it is (materials are requested from each division and ordered through Management) or should there be a centralized acquisition service?
7. How do you propose that materials be weeded from the collection?

### Library Needs List.

The interview remarks have been reworded, combined, and arranged into broad subject areas. Needs that have been met in the course of the project have been noted. "+" indicates a need expressed by one or 2 people only. The remainder of the statements are the more commonly expressed needs.

#### Physical Set-Up.

The Library is too crowded. It needs to be spread out so there is enough room for books and browsing.

There should be a desk or table to sit at for doing reading and research. The desk should be uncluttered, the chair comfortable, and the area quiet.

Periodicals should be located in one place, and on a rack, for easier browsing. (accomplished 8/74)

Because of the diverse activities carried on by BLM personnel, personal office collections also vary. To centralize the Library by incorporating these collections into one location would destroy their value and usefulness. Therefore, the idea of a central library is not a favorable one.

The Library should acquire boxes for storage of microfiche and microfilm reels in the eventuality of BLM acquisition of microform materials.+

#### Services.

Create a catalog of the holdings of the Library and keep it up to date. Catalog and supplements should have the date recorded on each page. (accomplished 8/74)

A catalog of BLM-owned materials in personal collections should be made for the purposes of avoiding duplication when ordering books and for in-house borrowing.

The BLM Library should act as liaison between the MSO and the USDI Library in Washington, D.C. Full advantage should be taken of the services the USDI Library offers. (accomplished 8/74)

The Library should compile and circulate periodically a list of its latest acquisitions.

The Library collection should focus on general interest reading--such as books on area history.+

The Library should keep a collection of "original" maps--one each of every map put out by the BLM. The map collection would exist for archival purposes, and would not be allowed to circulate.+

#### Library Organization.

Create a subject file that goes into more detail than does the Subject-Function Code and which contains subjects the Code does not include.

Break the Subject-Function Code down into finer detail instead of using only the more general numbers for classification.

Keep a subject catalog on subjects of particular interest to BLM personnel, ie, ghost towns and wild horses , coal and environmental information. Include cards in the catalog on materials "lost" in proceedings reports, journals, and in other materials that have non-descriptive titles.

Create a reliable charge-out system. Ideally, one person should be in charge of it who will see that it is honored by all BLM personnel. The use of "Out" cards is an inadequate system now. BLM personnel will not donate their office materials to the Library unless such measures as these are taken.

A full-time librarian is a necessity--one who can keep up on refiling, oversee the charge-out system, create subject files, coordinate and extend a bibliography-routing service, do bibliographic searches, order materials, and locate library materials for BLM personnel, using libraries other than the MSO Library if necessary.

The Subject-Function Code is not adequate for organizing and properly classifying Library materials. The MSO Library should use one of the major classification systems, either Dewey Decimal or the Library of Congress classification system.

A part of one Records Management Section staff member's duties should be Library upkeep. A few hours every day should be set aside for attending to the Library--refiling materials and making catalog cards.+ (accomplished 8/74)

Improve the organization of the Environmental Impact Statement section of the Library (1792). Separate EIS's by issuing agency--federal, state, and other. Separate them further by subject--coal, multiple-use plans, reservoirs, highways, and so on.+

Each book and pamphlet of lasting value should have a unique number. For example, the first book to come into the Library with the code of 6300 would be given the number 6300/1; the second would be 6300/2, and so on. A unique numbering system would make the process of searching for materials more efficient.+

Each book and pamphlet should be filed under 3 or 4 code numbers, like the key word system of the U.S. Agriculture Library. Such a system would insure maximum mileage out of the small collection.+

#### Acquisitions Procedure; Routing.

Bibliographies and publishers' catalogs should be routed to the pertinent divisions for use in acquisitions decision. (accomplished 7/74)

Routing of publishers' catalogs and bibliographies is not necessarily best served by the division breakdown. There are individuals in different divisions who would want to see a particular list but who cannot under the present system. Although it would be difficult to organize routing by individual, such a system would be of more value to BLM personnel.

Bibliographies and catalogs which cover a broad range of subjects should be routed to more than one division. (accomplished 7/74)

The Library should act as a central point for ordering books.+

#### Weeding.

Periodicals vary in value. Some should be kept indefinitely and not be put on a strict disposal schedule. Others, like the National Park Service publications, do not need to be kept indefinitely.+

Older library materials are valuable for research purposes. Therefore, weeding of general collection materials by date should not take place.+

Weeding of general collection materials should be done by consensus. When one person decides that a book, pamphlet, or journal title can be disposed of, others who might find the material of use would be consulted before it is disposed of. The Districts should also be consulted in the weeding process.+

Once a year, each division should be responsible for weeding the section of the Library which it is most concerned with. +

When Library-directed material is routed, each division should put a disposal order on it to help Library personnel in determining the weeding schedule.+

The Missouri River Basin Studies section should not be weeded. It is a prize area of the collection.+

When "Final" editions of reports are issued and put into the Library, dispose of "Draft" copies.+

APPENDIX C

Library Directory



LIBRARY DIRECTORY  
Billings, Montana, and Federal Libraries

Contents:

|                                                                                      | Page |
|--------------------------------------------------------------------------------------|------|
| Directory Format.....                                                                | 1    |
| Billings Public Library.....                                                         | 2    |
| Consolidated Federal Law Library,<br>Office of the USDI Field Solicitor.....         | 4    |
| Eastern Montana College Library.....                                                 | 6    |
| Energy and Mineral Department Library,<br>Burlington Northern Inc.....               | 8    |
| Paul Adams Memorial Library,<br>Rocky Mountain College.....                          | 9    |
| U.S. Bureau of Land Management Library.....                                          | 11   |
| U.S. Bureau of Land Management Mineral Library....                                   | 12   |
| U.S. Department of the Interior,<br>Office of Library Services, Washington, D.C..... | 13   |
| U.S. Geological Survey,<br>Water Resources Division.....                             | 16   |
| Small Collections on Special Subject Areas.....                                      | 18   |

Bureau of Land Management  
Montana State Office  
Billings, Montana

September, 1974



## LIBRARY DIRECTORY

### Directory Format.

The focus of the Directory is library services and facilities that apply to BLM work.

Some or all of the following information has been compiled on Billings and federal libraries:

ADDRESS

PHONE

HOURS

COLLECTION SIZE

PERSON IN CHARGE OF LIBRARY

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

PHONE

SUBJECT EMPHASIS

SPECIAL MATERIALS AND SERVICES

GENERAL SERVICES

REFERENCE

CIRCULATION

INTERLIBRARY LOAN

#### ADDRESS

Billings Public Library  
510 N. Broadway  
Billings

#### PHONE

248-7391

#### HOURS

Subject to change.

#### COLLECTION SIZE

185,000 volumes of books  
500+ periodical titles  
Films, records, microfilm

#### PERSON IN CHARGE OF LIBRARY

Robert Cookingham

#### WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Reference desk personnel

#### SUBJECT EMPHASIS

General

#### SPECIAL MATERIALS AND SERVICES

##### Montana Collection.

Contains early-day maps of the region, Montana State documents, a clipping file, statistics, histories, books by Montana authors and about Montana, and Lewis and Clark Expedition Journals.

##### Geology Collection.

Kept in cooperation with the Billings Geological Society. Contains journals, books and maps.

Most Montana newspapers.

#### GENERAL SERVICES

##### REFERENCE

Reference personnel promote short-answer telephone questions, but they will return the phone call on answers requiring lengthier research. They will do literature searches on small topics by

telling you what the library has on X subject, but they advise in-person researching of larger topics.

#### CIRCULATION

Books are loaned for 4 weeks and can be renewed. Periodicals are loaned for 2 weeks. No fines are levied on overdue materials.

#### INTERLIBRARY LOAN

The collections of 35 libraries are accessible for interlibrary loan.

U.S. Government documents are available through the full depository library of the University of Montana, Missoula.

ADDRESS

Consolidated Federal Law Library  
Office of the Field Solicitor, Department of the Interior  
Room 5431  
Federal Building  
Billings

HOURS

8:00 AM to 4:30 PM, M-F

COLLECTION SIZE

7,000 volumes

PERSON IN CHARGE OF LIBRARY

Alvin Bielefeld

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Helen O'Brien

PHONE

245-6331

SUBJECT EMPHASIS

Law

SPECIAL MATERIALS AND SERVICES

Code of Federal Regulations.

Complete set.

Congressional Directory.

1963 to date.

Environment Reporter.

A Bureau of National Affairs publication. "Weekly notification and reference service that gives comprehensive coverage of current legislative, administrative, and industrial developments in pollution control and environmental protection." (Quoted from the source.) Its 7 volumes are: (1) Current Developments, (2) Federal Laws, Regulations, (3) State Air Laws, (4) State Water Laws, (5) State Solid Waste--Land Use, (6) Decisions (digests and texts of federal and state court decisions, eventually bound into Environment Reporter--Cases), (7) Monographs (articles on specific topics of current interest).

Federal Register.  
1970 to date.

Montana Code.  
Up-to-date from 1935; 1947 Supplement.

U.S. Code Annotated.  
Complete set.

#### GENERAL SERVICES

##### REFERENCE

Self-service to BLM users.

##### CIRCULATION

Materials are non-circulating, but may be used within the Law Library.

ADDRESS

Eastern Montana College Library  
Billings

PHONE

657-2320

HOURS

Subject to change

COLLECTION SIZE

103,500 volumes

99,390 volume-equivalent of microforms

74,800 items of federal and state documents

1,431 periodical titles

Maps, pictures, records, videotapes, audiotapes, pamphlets

PERSON IN CHARGE OF LIBRARY

Mr. Spears, Director

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Jo Self, Periodicals and Government Documents Librarian

PHONE

657-2321

Circulation Desk

PHONE

657-2220

SUBJECT EMPHASIS

General

SPECIAL MATERIALS AND SERVICES

Montana Subject File.

A catalog file of materials pertaining to Montana--government documents, newspaper clippings, books, magazine articles, and pamphlets. Includes much information of BLM-related interest such as coal, energy, environmental impact statements, and state and federal documents. Contact Jo Self for assistance.

#### Dora White Memorial Collection.

2000 volumes on Montana and Northwestern history. Contains the first book published in Montana and other 1st editions, including 1st edition Lewis and Clark books. The collection is available to Billings residents for research purposes, but materials are not allowed to circulate.

#### State of Montana documents.

The EMC Library has a collection of most state documents.

#### Environment Abstracts and Environment Index.

An abstracting and information retrieval service which covers such topics as energy, environmental education, land use and misuse, non-renewable resources, solid waste, water pollution, wildlife and so on. A product of Environment Information Center of New York, N.Y., a private organization.

### GENERAL SERVICES

#### REFERENCE

The EMC Library offers in-person desk reference assistance, but does not promote phone service except on short-answer inquiries.

#### CIRCULATION

Any Billings area resident may borrow materials from the EMC Library upon the presentation of identification, ie, a driver's license. Periodicals are loaned overnight, or whenever the library is closed; books are loaned for 2 weeks; government documents have a varying loan schedule. As of date, no fines are levied on overdue materials.

#### INTERLIBRARY LOAN

ADDRESS

Energy and Mineral Department Library  
Burlington Northern Inc.  
Room 509  
Midland National Bank Building  
Billings

PHONE

259-4521 x284

HOURS

8:00 AM to 5:00 PM, M-F

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Subject to change

SUBJECT EMPHASIS

Geology

SPECIAL MATERIALS AND SERVICES

U.S. Geological Survey Bulletins and Professional Papers.  
Coverage of Burlington Northern traffic areas (Midwestern and  
Western states).

State geological publications for Burlington Northern traffic areas.

Minerals yearbooks.

Geological Society of American publications.

Economic Geology and Journal of Geology.

National Technical Information Service (NTIS), Weekly Government  
Abstracts on Energy and Natural Resources.

GENERAL SERVICES

CIRCULATION

Circulation is limited; in-library use of materials is preferred.

## ADDRESS

Paul Adams Memorial Library  
Rocky Mountain College  
Billings

## PHONE

245-6151 x260

## HOURS

Subject to change

## COLLECTION SIZE

50,000 volumes  
500 periodical titles.

## PERSON IN CHARGE OF LIBRARY

Terence Thompson

## SUBJECT EMPHASIS

General

## SPECIAL MATERIALS AND SERVICES

The collection of the Billings Archaeological Society.  
A non-circulating collection used with the permission of the  
librarian.

Montana history collection.  
Contains some materials unique to city libraries.

Indians of the High Plains collection.  
Contact Adrien Heidenreich, Professor of Archaeology, for more  
information on this collection.

## GENERAL SERVICES

### REFERENCE

In-person reference service is preferred. Short phone inquiries  
are accepted, however.

### CIRCULATION

All library materials can be used by any city resident. Priority

goes first to the RMC community, however. Books can be borrowed for 4 weeks and renewed by phone. Periodicals do not circulate.

#### INTERLIBRARY LOAN

ADDRESS

U.S. Bureau of Land Management Library  
Rooms 3421 and 3425  
Federal Building  
Billings

PHONE

245-6711 x6294

HOURS

8:00 AM to 4:30 PM, M-F

PERSON IN CHARGE OF LIBRARY

Rita Stockdale, Records Management Specialist

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Linda S. Payer, Records Aid

SUBJECT EMPHASIS

Materials related to all aspects of BLM work, arranged by the BLM classification system, the Subject-Function Code--wildlife management, land use planning, recreation, river basin planning reports, environmental impact statements, and so on.

GENERAL SERVICES

REFERENCE

The library is self-service to Montana State Office personnel. District personnel can contact the above Records personnel for assistance.

CIRCULATION

Materials can be checked out of the Library to Montana State Office personnel. Districts can send for specific materials. An appropriate time limit is set on loans. In-library use is preferred for non-BLM users.

## ADDRESS

U.S. Bureau of Land Management Minerals Library  
Room 3051  
Federal Building  
Billings

## PHONE

245-6711 x 6591

## HOURS

8:00 AM to 4:30 PM, M-F

## PERSON IN CHARGE OF LIBRARY

Don Wirth

## WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Ruth Rogers

## SUBJECT EMPHASIS

Minerals-related materials; the 3000 series of the BLM Subject-Function Code.

## SPECIAL MATERIALS AND SERVICES

U.S. Bureau of Mines publications such as the Preliminary Reports.

USGS publications such as Water Supply Papers, Professional Papers, and Bulletins.

Publications of the Montana Bureau of Mines.

Billings and Montana Geological Society publications.

Water Resources Surveys of Montana counties.

Engineering and Mining Journal and Coal Age.

Mineral Resources Inventory File, cross-referenced by location and by mineral.

## GENERAL SERVICES

### CIRCULATION

Materials which leave the room are to be charged-out with Ruth Rogers. No time limit is set on loans. In-library use is preferred for non-BLM users.

## ADDRESS

U.S. Department of the Interior  
Office of Library Services  
Washington, D.C. 20240

## PHONE

202-343-2267

## HOURS

7:45 AM to 5:00 PM, M-F

## COLLECTION SIZE

750,000 volumes  
2,000 periodical titles

## PERSON IN CHARGE OF LIBRARY

Mary Huffer, Director  
Signe Larson, Head of Reference Service

## WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Field Libraries Office      202-343-2366  
Phillip Hammond

Reference Desk      202-343-5815

Acquisitions Service      202-343-4219  
Mrs. Keck

Circulation and      202-343-5807  
Interlibrary Loan

## SUBJECT EMPHASIS

General and research materials covering topics of concern to all  
Department of the Interior agencies.

## SPECIAL MATERIALS AND SERVICES

### Current Awareness Listing.

A semi-monthly listing of recent accessions to the USDI Library.  
Books are available on Interlibrary Loan. Journal articles are  
photocopied and sent upon request at no charge.\*

\*Contact Records Management Section for service and/or information.

#### Current Energy Titles.

A monthly compilation of publications from a wide variety of sources, including journals and government documents which deal with energy. The USDI Library will photocopy and send requested articles if they cannot be located through local sources.\*

#### Environmental Awareness Reading List.

A semi-monthly listing of current publications dealing with environmental issues, from both popular and technical periodicals. A cooperative product of the National Park Service and the USDI Natural Resources Library. The USDI Library will photocopy and send requested articles if they cannot be found locally.\*

#### Table of Contents of Journals Service.

USDI Library periodically sends copies of the tables of contents of management journals to the MSO. Articles will be photocopied by the USDI Library and sent upon request.\*

#### USDI Bibliography Series.

The USDI Library has issued a number of bibliographies on specific topics within the areas of wildlife, outdoor recreation, the environmental effects of mining and highway/pipeline construction, etc. These are available upon request from the USDI Library. The MSO Library has a list of the bibliographies.\*

#### Congressional Hearings on microfiche.

The USDI Library has copies on microfiche of all Congressional hearings from 1970 to date. The Library will make microfiche copies and send them at no charge. To request hearings, call the Reference desk and give as complete bibliographic information as possible.

#### Acquisitions Service.

The Acquisitions Department of the USDI Library will order requested materials and have them sent directly to the requestor. This service provides books at lower cost than is possible through direct ordering from the publisher and is available only to USDI agencies which have accounts with the USDI Library.\*

### GENERAL SERVICES

#### REFERENCE

The reference librarians will answer questions and conduct literature searches on specific subjects and send the materials to the Montana State Office. Books are loaned; journal articles are photocopied. Call the Reference Desk in order to request materials and ask questions.

## CIRCULATION

Books on loan from the USDI Library can be returned within 30 days and renewed for another 30 days. Call the Circulation Desk to renew materials.

All copied journal articles which are sent to the MSO do not have to be returned to the USDI Library. Microfiche copies also do not have to be returned.

## INTERLIBRARY LOAN

The USDI Library will loan its materials to the MSO Library for the circulation period specified above. If it does not own the requested item, the Library will obtain it from another library and forward it to the MSO Library. Under such circumstances, the loan period is 30 days only and the material is non-renewable.

Service on ILL requests takes from 2 to 3 weeks to reach the MSO.

ADDRESS

U.S. Geological Survey  
Water Resources Division  
Rooms 3424 and 3426  
Federal Building  
Billings

HOURS

8:00 AM to 4:30 PM, M-F

PERSON IN CHARGE OF LIBRARY

W.R. Miller

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Betty Cowger

PHONE

245-6711 x6113

SUBJECT EMPHASIS

Water resources; some geology-related materials.

SPECIAL MATERIALS AND SERVICES

USGS Water Supply Papers.

Selected USGS Professional Papers, mostly on Montana.

USGS Bulletins pertaining to Montana.

Publications of the Geological Survey.

An index of materials in Water Supply Papers and Professional Papers.

Selected Water Resources Abstracts.

A semi-monthly publication of the Water Resources Scientific Information Center, Office of Water Resources Research, USDI, published by the National Technical Information Service. "Includes abstracts of current and earlier pertinent monographs, journal articles, report, and other publications..covering water-related aspects of the life, physical, and social sciences as well as related engineering and legal aspects of the characteristics, conservation, control, use, or management of water." (Quoted from the source.) Contains several references to land use management.

## GENERAL SERVICES

### CIRCULATION

Out-of-print materials do not circulate. Other materials may be borrowed for 2 weeks; they must be charged-out with Betty Cowger.

Small Collections on Special Subject Areas

ADDRESS

U.S. Bureau of Reclamation  
Central Files  
Federal Building  
Billings

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Viola Myers

PHONE

245-6711 x6435

ADDRESS

U.S. Department of Agriculture  
Soil Conservation Service  
1629 Ave. D  
Billings

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Hubert Beckers

PHONE

245-6727

ADDRESS

U.S. Geological Survey  
Conservation Division  
2602 1st Ave. N.  
Billings

WHO TO CONTACT FOR ASSISTANCE AND/OR INFORMATION

Lucy Pentilla

PHONE

245-6711 x6367

## APPENDIX D

### Handbooks

#### Contents:

1. HANDBOOK: MSO Library Users  
(for MSO personnel)
2. Handbook for the Use of the MSO Library Catalog  
(for District personnel)



HANDBOOK:  
MSO Library Users

Bureau of Land Management  
Montana State Office

September 3, 1974



HANDBOOK  
MSO Library Users

Location.

The MSO Library is divided into three locations:

U.S. Statutes, The Code of Federal Regulations, Decisions, Federal Register, Congressional Record, etc., are in the Dockets area, Room 3425. This area is termed the Legal Library.

The Mineral Library, Room 3051, contains materials in the 3000 series of the Subject-Function Code.

The balance of the Library is in Central Files, Room 3421. Termed the General Library, it contains hardbound books, pamphlets, BLM and other reports, periodicals, and printouts.

The remainder of the Handbook pertains only to the General Library.

Arrangement.

The following is a description of the sections of the General Library in the order that they appear on the shelves.

Bibliographies.

Abstracts, indexes, book lists, literature surveys, price lists, etc., are classified as bibliographies and kept on separate shelves to facilitate use in reference and research work and in acquisition of new materials. The Bibliography section includes:

General bibliographies, arranged by Subject-Function Code.

Miscellaneous bibliographies such as the latest advertising on releases from the publishing houses and samples of indexing and abstracting services, furnished to us with the option to buy.

Government publications bibliographies:

Selected U.S. Government Publications.

Office Lists.

The Monthly Catalog of U.S. Government Publications.

USDI Library bulletins such as the Current Energy Titles and the Environmental Awareness Reading List.

### Hardbound Books.

Hardbounds are in Subject-Function Code (1220--Paperwork Management) order and alphabetized within each number by title. This section contains technical as well as general interest literature. The latter includes works on Lewis and Clark, Montana history, and American Indians (1710).

### Reports of the BLM and Other Agencies (Softbound Materials).

Softbound materials (for lack of a better term) make up the largest section of the General Library. They consist of reports of the BLM and other federal agencies, state documents, proceedings of conferences, pamphlets, and so on.

Special areas within the Softbounds that do not strictly follow the Subject-Function Code arrangement are:

River Basin Studies (1736), filed alphabetically by issuing agency and by unit name (ie, Hardin Unit, Missouri Breaks).

Environmental Impact Statements (1792), arranged into 3 categories by issuing agency--federal, state/municipal, and nongovernment; alphabetized within the categories by title.

### Miscellaneous Materials.

This section includes trade catalogs, Interior and Related Agencies Appropriations reports, Budget of the U.S. Government, BLM Technical Notes, and so on.

### Laws, Hearings, and Reports of the U.S. Congress.

The General Library has a very small collection of Congressional documents, arranged in Subject-Function Code order.

### Printouts.

Manpower Position Correlations, Financial Reports, etc.

### Periodicals (Magazines, Journals).

Periodicals are arranged in alphabetical order by title. A list is provided in the Periodicals section giving Code order, useful for determining the coverage of the General Library in particular subject areas.

The disposal schedules of each periodical are indicated on the title labels on the shelves.

Back issues of periodicals kept "permanently" by the Library can be found in the Softbounds under the title's Code number.

The Periodicals collection includes issues of Diduno, BLM Newsletter, Inside Interior, and Personnel Highlights.

Newsletters from various organizations such as the Montana Ghost Town Preservation Society and the Environmental Quality Council are located at the end of the Periodicals collection.

#### Charge-Out System.

The Library will continue its self-service charge-out system, but DO NOT REFILE. For loan procedure, see the instructions posted in Library.

#### Catalog System.

Catalog cards are typed for both hardbound and softbound materials which enter the Library system. These are filed alphabetically in the title card catalog.

In addition to the card catalog, the Library keeps a shelf-list of its holdings--a photocopy catalog of all title cards arranged by Subject-Function Code. The shelf-list, entitled Holdings of the MSO Library, is located in the Bibliography section of the General Library. Copies of it are sent to each Montana District office.

Both the card catalog and the shelf-list can be valuable in carrying out Library research. Whereas the card catalog can be used to determine if the Library has a specific title, the shelf-list can be used to determine what the Library has on a certain subject. Both will give locations of the materials on the shelves.

#### Catalog Updating.

Supplements consisting of photocopies of the new catalog cards in Subject-Function Code order will be added to the shelf-list periodically. They will be sent to the Districts and distributed to MSO personnel to serve as notification of recent Library acquisitions.

#### "Donating" Materials to the Library.

The Library will gladly accept any and all materials after the following is accomplished:

1. That only those materials which contain information of value be donated. (In other words, weed before donating.)
2. That the material be coded before it is sent to the Library.

#### Weeding.

One week each year will be set aside for weeding of the collection. Personnel from each branch will be requested to review their particular

subject areas and remove materials of no further value.

Library Services.

The Library is basically a self-service operation. However, the Records Aid or any of the Records Management Section personnel will give assistance when it is requested.

## Handbook for the Use of the MSO Library Catalog

### Contents:

|                           |     |
|---------------------------|-----|
| Preface                   | i   |
| Abbreviations             | ii  |
| Definitions               | iii |
| Handbook                  | 1   |
| General Information       | 1   |
| Reading the Catalog Card  | 1   |
| Catalog Arrangement       | 4   |
| MSO Library Services      | 5   |
| Loan Policy and Procedure | 6   |

Bureau of Land Management  
Montana State Office

September 3, 1974



## Preface

Enclosed is the catalog of the Holdings of the MSO Library: Legal and General Libraries, and a Handbook for its use, compiled as of September 2, 1974.

Because we are in the beginning stages of expanding the Library and the services it is to offer, you will find gaps in the collection, materials which are out-of-date, and some inconsistencies in the catalog itself.

We hope, however, that the catalog will be of use to you in a number of ways--in choosing materials to borrow from the Library, as a selection tool in acquiring materials for your own collection, and possibly as a coding guide for the classification of your library materials.

Your suggestions on improvements of the catalog and on services that the MSO Library can give will be greatly appreciated.

Thank you.

## Abbreviations

|        |                                                   |
|--------|---------------------------------------------------|
| app.   | appendix                                          |
| BLM    | Bureau of Land Management                         |
| BSFW   | Bureau of Sport Fisheries and Wildlife            |
| c.     | circa (approximately)                             |
| EIS    | Environmental Impact Statement                    |
| EPA    | Environmental Protection Agency                   |
| MSO    | Montana State Office                              |
| n.d.   | no date                                           |
| no.    | number                                            |
| nos.   | numbers                                           |
| n.p.   | no publisher                                      |
| NPS    | National Park Service                             |
| unp.   | unpaged                                           |
| USDA   | U.S. Department of Agriculture                    |
| USDC   | U.S. Department of Commerce                       |
| USDHEW | U.S. Department of Health, Education, and Welfare |
| USDI   | U.S. Department of the Interior                   |
| USDL   | U.S. Department of Labor                          |
| USDT   | U.S. Department of Transportation                 |
| USFS   | U.S. Forest Service                               |
| USGPO  | U.S. Government Printing Office                   |
| USGS   | U.S. Geological Survey                            |
| v.     | volume                                            |

## Definitions

ANALYTIC--A catalog entry for a part of a book or work. There are author, title, subject, series, author and title, and title and author analytics.+

CALL NUMBER--The number (composed of letters, numbers, and symbols) used to identify and locate a book or other library item;+ in the MSO Library, the Subject-Function Code number plus the title designation.

CORPORATE AUTHOR OR BODY--A group or body of people acting as a unit, e.g. an association, institution, government unit.+

CROSS REFERENCE--A referral from words or names not used to the forms used in the catalog..+

ENTRY--The word, name, or phrase under which a card is filed in the catalog; there are..author entries, title entries, subject entries, series entries, etc.+

EPHEMERAL MATERIAL--Material which has a short life or is of temporary value.

MONOGRAPH--A work, collection, or other writing that is not a serial.++

MONOGRAPHIC SERIES--Separate..works issued, possibly at different times, under a collective title; may or may not be a numbered series.+

PAMPHLET--A publication of less than 50 (or 100) pages, usually devoted to a specific subject.+

PERIODICAL--A publication with a distinctive title, intended to appear in successive (usually unbound) numbers of parts at stated or regular intervals, and, as a rule, for an indefinite time;+ magazine, journal.

PROCEEDINGS--An official record or account (as in a book of minutes) of things said or done (as at a meeting or convention of a society).+++

SERIAL--A publication or work issued in parts which may or may not be numbered;+ includes periodicals, newspapers, annuals (reports, year-books, etc.), the journals, memoirs, proceedings, transactions, etc., of societies, and numbered monographic series.++

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<sup>+</sup>Esther J. Piercy, Commonsense Cataloging (New York: H.W. Wilson, 1965), pp. 167-175.

<sup>++</sup>Anglo-American Cataloging Rules (Chicago: American Library Association, 1970), pp. 343-347.

<sup>+++</sup>Webster's Third New International Dictionary of the English Language Unabridged (Springfield, Mass.: G. & C. Merriam Co., 1971).

SERIES--See MONOGRAPHIC SERIES.

SHELF-LIST--A catalog of the holdings of a library arranged in the same order as the books on the shelves.

TITLE DESIGNATION--The first 2 letters of the title, excluding articles (a, an, the) and year (ie, 1969) in the MSO Library system; the second line of the call number.

TITLE PAGE--A page at the beginning of a publication, bearing its full title and usually, though not necessarily, the author's (editor's, etc.) name and the imprint.++

TRACINGS--Items listed on the catalog card indicating other catalog entries made for the same work.+

UNIT CARD--A basic catalog card..which when duplicated may be used as a unit for all other entries for that work in the catalog by the addition of the appropriate headings;++ in the MSO Library, the title card.

## Handbook for the Use of the MSO Library Catalog

### General Information.

The MSO Library is divided into three locations:

U.S. Statutes, The Code of Federal Regulations, Decisions, Federal Register, Congressional Record, etc., are in the Dockets area, Room 3425. This collection is termed the Legal Library.

The Mineral Library, Room 3051, contains materials in the 3000 series of the Subject-Function Code.

The balance of the Library is in Central Files, Room 3421. Termed the General Library, it contains hardbound books, pamphlets, BLM and other reports, periodicals, and printouts.

A catalog card has been made for each material in the General and Legal Library collections. The enclosed catalog, the Holdings of the MSO Library: Legal and General Libraries, is the Library shelf-list, consisting of a photocopy of the cards arranged in Subject-Function Code (1220--Paperwork Management) order. The General Library keeps a title card catalog--an arrangement of the cards alphabetically by title.

### Reading the Catalog Card.

#### The Call Number.

The call number is located in the upper left-hand corner of the catalog card. It consists of the Subject-Function Code number followed by the title designation, the first two letters of the title, excluding the articles (a, an, the) and years (ie, 1969).

#### Non-Serial Holdings.

Some or all of the following information is included on catalog cards for books and reports:

1234

Ab

Title\_\_\_\_\_.

Author. Issuing Agency, Series Information.  
Publisher, Date.

Pages.

Notes.

Synopsis or Contents Notes.

The Pages statement can take a number of forms:

93 p.

The last numbered page in the book.

unp.

Unpaged.

102 p., app.

102 pages plus an appendix.

362-451 p.

The first and last numbered pages  
of the material; probably a reprint  
from a larger work.

1 v. (various paging)

A one volume work which contains more  
than one number series.

Serial Holdings.

Catalog cards for periodicals, proceedings of conferences, annual reports, and so on contain some or all of the following information:

1234

Ab

Title\_\_\_\_\_.

Holdings.

Publisher, Place of Publication.

Notes.

Synopsis.

The Holdings statement can take several forms. A "closed" entry such as

1963-1968

indicates that the Library no longer receives the title, but owns the issues for the years stated.

An "open" entry, such as

1963-  
v. 9- 1963-

indicates that the Library has received the title beginning at 1963 or volume 9 of 1963 and continues to receive it to date.

When the Library has an incomplete collection of a title, the entry may take one of 2 forms: simply,

Library has incomplete series:  
1963-

or, specifying the copies the Library does own,

v. 9, 1963; v. 11, 1965; v. 16, 1970.

For periodicals which follow a strict disposal schedule, holdings are recorded as follows:

Current year.  
Current 3 months.

#### Series Holdings.

The titles of works which are a part of a series are simply listed after the phrase, "Library has:". Pamphlets are also recorded in this manner.

## Catalog Arrangement.

1. Hardbound Books.
2. Bibliographies.
3. Reports of the BLM and Other Agencies (Softbound Materials).
4. Laws, Hearings, and Reports of the U.S. Congress.
5. Legal Materials.
6. Miscellaneous Materials.
7. Periodicals.

### Hardbound Books.

The Hardbound Book collection contains technical as well as general interest reading, the latter including works on Lewis and Clark, Montana history, and American Indians (1710).

### Bibliographies.

Abstracts, indexes, book lists, literature surveys, price lists, etc., are classified as bibliographies. The Bibliography section includes:

General bibliographies, arranged by Subject-Function Code.

Government publications bibliographies:

Selected U.S. Government Publications.

The Monthly Catalog of U.S. Government Publications.

### Reports of the BLM and Other Agencies (Softbound Materials).

For lack of a better term, reports of the BLM and other government agencies, pamphlets, proceedings and minutes of meetings, and so on, are designated as the Softbound, ie, paperbound, collection.

Special areas within the Softbounds that do not strictly follow the Subject-Function Code arrangement are:

River Basin Studies (1736), filed alphabetically by issuing agency and by unit name, ie, Hardin Unit, Missouri Breaks.

Environmental Impact Statements (1792), arranged into 3 categories by issuing agency--federal, state/municipal, and nongovernment; alphabetized within the categories by title.

Pamphlets, because of the shelving difficulties they present and because they are often ephemeral materials, receive special treatment both in the catalog and on the shelves. Pamphlet titles are listed on series cards and filed at the beginning of a Code area. In the Library pamphlets are kept in file boxes, also located at the beginning of a Code area.

### Laws, Hearings, and Reports of the U.S. Congress.

The Library has a very small collection of Congressional documents, arranged in Code order.

### Legal Materials, Miscellaneous Materials, and Periodicals.

Because of their value as reference and acquisition tools, Legal Materials and Periodicals cannot be circulated outside of the Montana State Office. Periodical articles and specified portions of the Legal Materials will be photocopied and sent upon request, however.

Miscellaneous Materials include BLM Technical Notes and Interior and Related Agencies Appropriations reports.

### MSO Library Services.

#### Loan.

The Library will send requested materials from the catalog with the exception of those materials noted in "Loan Policy" at the end of the Handbook. It will also contact the USDI Library in Washington, D.C., in order to obtain materials for interlibrary loan not available locally.

#### Acquisitions.

The MSO now uses the acquisitions service of the USDI Library. Through its contracts, books and periodicals can be acquired at lower cost than through direct contact with the publisher. A separate memo will be issued to explain this procedure.

#### Supplements to the Catalog.

The Library will supply supplements to the Holdings indicating recent acquisitions. It will also keep you up-to-date on which materials have been weeded.

### Loan Policy.

MSO Library materials can generally be borrowed for a period of 4 weeks. They can possibly be renewed by phone for a specified time. Library materials may be recalled upon request if they are needed in the MSO.

### Non-Loan Materials.

The following materials will not be circulated outside of the MSO because of their value as reference and acquisition tools:

The Monthly Catalog of U.S. Government Publications.

Selected U.S. Government Publications.

Legal Materials.

Periodicals.

### Loan Procedure.

Send call number and title of each request item to the MSO Library, attention Records Aid.

Materials will be sent to you as soon as possible. Included in the return order will be a date due slip which can be used for records management purposes.

## APPENDIX E

### Library Practice Procedures

#### Contents:

|                                              | Page |
|----------------------------------------------|------|
| Abbreviations . . . . .                      | 1    |
| Definitions . . . . .                        | 2    |
| Cataloging Manual . . . . .                  | 4    |
| Typing Format. . . . .                       | 5    |
| Hardbound Books . . . . .                    | 6    |
| Reports (Softbound Materials) . . . . .      | 10   |
| Pamphlets . . . . .                          | 12   |
| Reprints . . . . .                           | 13   |
| Theses . . . . .                             | 14   |
| Laws, Hearings, and Reports . . . . .        | 15   |
| Periodicals . . . . .                        | 17   |
| Proceedings . . . . .                        | 20   |
| Annual Reports . . . . .                     | 22   |
| Monographic Series . . . . .                 | 23   |
| Special Areas . . . . .                      | 25   |
| The Card Catalog . . . . .                   | 26   |
| Classification and Book Processing . . . . . | 28   |
| The Shelf-List . . . . .                     | 30   |
| The Authority Files . . . . .                | 31   |
| Inventory Procedures . . . . .               | 32   |
| Managing Library Growth . . . . .            | 33   |
| Loan Policy . . . . .                        | 34   |
| Weeding Policy . . . . .                     | 36   |



## Abbreviations

|        |                                                   |
|--------|---------------------------------------------------|
| app.   | appendix                                          |
| BLM    | Bureau of Land Management                         |
| BSEW   | Bureau of Sport Fisheries and Wildlife            |
| c.     | circa (approximately)                             |
| EIS    | Environmental Impact Statement                    |
| EPA    | Environmental Protection Agency                   |
| MSO    | Montana State Office                              |
| n.d.   | no date                                           |
| no.    | number                                            |
| nos.   | numbers                                           |
| n.p.   | no publisher                                      |
| NPS    | National Park Service                             |
| unp.   | unpaged                                           |
| USDA   | U.S. Department of Agriculture                    |
| USDC   | U.S. Department of Commerce                       |
| USDHEW | U.S. Department of Health, Education, and Welfare |
| USDI   | U.S. Department of the Interior                   |
| USDL   | U.S. Department of Labor                          |
| USDT   | U.S. Department of Transportation                 |
| USFS   | U.S. Forest Service                               |
| USGPO  | U.S. Government Printing Office                   |
| USGS   | U.S. Geological Survey                            |
| v.     | volume                                            |

## Definitions

**ANALYTIC**--A catalog entry for a part of a book or work. There are author, title, subject, series, author and title, and title and author analytics.+

**CALL NUMBER**--The number (composed of letters, numbers, and symbols) used to identify and locate a book or other library item;+ in the MSO Library, the Subject-Function Code number plus the title designation.

**CORPORATE AUTHOR OR BODY**--A group or body of people acting as a unit, e.g. an association, institution, government unit.+

**CROSS REFERENCE**--A referral from words or names not used to the forms used in the catalog.+

**ENTRY**--The word, name, or phrase under which a card is filed in the catalog; there are..author entries, title entries, subject entries, series entries, etc.+

**EPHEMERAL MATERIAL**--Material which has a short life or is of temporary value.

**MONOGRAPH**--A work, collection, or other writing that is not a serial.+

**MONOGRAPHIC SERIES**--Separate..works issued, possibly at different times, under a collective title; may or may not be a numbered series.+

**PAMPHLET**--A publication of less than 50 (or 100) pages, usually devoted to a specific subject.+

**PERIODICAL**--A publication with a distinctive title, intended to appear in successive (usually unbound) numbers of parts at stated or regular intervals, and, as a rule, for an indefinite time;+ magazine, journal.

**PROCEEDINGS**--An official record or account (as in a book of minutes) of things said or done (as at a meeting or convention of a society).+++

**SERIAL**--A publication or work issued in parts which may or may not be numbered;+ includes periodicals, newspapers, annuals (reports, year-books, etc.), the journals, memoirs, proceedings, transactions, etc., of societies, and numbered monographic series.++

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+Esther J. Piercy, Commonsense Cataloging (New York: H.W. Wilson, 1965), pp. 167-175.

++Anglo-American Cataloging Rules (Chicago: American Library Association, 1970), pp. 343-347.

+++Webster's Third New International Dictionary of the English Language (Springfield, Mass.: G. & C. Merriam, 1961), p. 111.

SERIES--See MONOGRAPHIC SERIES.

SHELF-LIST--A catalog of the holdings of a library arranged in the same order as the books on the shelves.

TITLE DESIGNATION--The first 2 letters of the title, excluding articles (a, an, the) and year (ie, 1969) in the MSO Library system; the second line of the call number.

TITLE PAGE--A page at the beginning of a publication, bearing its full title and usually, though not necessarily, the author's (editor's, etc.) name and the imprint.++

TRACINGS--Items listed on the catalog card indicating other catalog entries made for the same work.+

UNIT CARD--A basic catalog card..which when duplicated may be used as a unit for all other entries for that work in the catalog by the addition of the appropriate headings;++ in the MSO Library, the title card.

## Cataloging Manual

### Introduction.

The following forms of materials are in the MSO General Library:

- Hardbound Books
- Reports of the BLM and Other Agencies (Softbound Materials  
in the General Collection)
- Pamphlets
- Reprints
- Theses and Dissertations
- Laws, Hearings, and Reports of the U.S. Congress
- Serials
  - Periodicals
  - Proceedings, Annual Reports, and Transactions
  - Monographic Series
- Special Areas of the Library
  - River Basin Planning Studies
  - Environmental Impact Statements

Cataloging of each form will be discussed in the above order. The rules have been compiled from: current MSO Library practice (6/10/74), the BLM Manual's "1279--Library Management," Esther J. Piercy's Common-sense Cataloging, the Anglo-American Cataloging Rules of the American Library Association, and from the exigencies of the MSO Library collection itself.

The goal of the following manual is to provide simplified rules for the upkeep of the Library catalog.

Typing Format.

3 lines

2 spaces

8 spaces

1234

Ab

Call Number:  
Code;  
Title Designation

Title (1st Paragraph)

2nd Paragraph.

3rd Paragraph.

4th Paragraph.

5th Paragraph.

4 lines;  
title underlined

1 line space  
between paragraphs

Hardbound Books

Card Form.

|      |                                                                    |
|------|--------------------------------------------------------------------|
| 1234 |                                                                    |
| Ab   | Title _____.                                                       |
|      | Author(s). Issuing Agency, Series Information.<br>Publisher, Date. |
|      | Pages.                                                             |
|      | Notes.                                                             |
|      | Synopsis or Contents Notes.                                        |

Some or all of the information indicated on the above form will make up the catalog card. Punctuation and order should be followed, even in cases when some information is not available, such as author or issuing agency.

1st Paragraph.

Title.

Take the title from the title page.

If the book cover and/or book spine title information differ from that on the title page, record the cover title in parentheses on the line directly below the correct title. Title designation is derived from the title page title.

6630  
St    A Study of Caribou in Alaska.  
      (Caribou in Alaska.)

2nd Paragraph.

Author.

Record author's name(s) in direct order.

Frank Craighead.  
Dennis Daley and Jim Mohler.  
John Doe, Brenda Johanson, and Frances Martin.

If there are more than 3 authors, record only the first.

Joyce Doe, et al.

#### Issuing Agency.

Some hardbound books, especially those printed by the U.S. Government, will be issued by an agency or organization.

If the work has no personal author, the issuing agency is treated as the author, accorded the first place in the paragraph, and followed by a period.

If the issuing agency is sponsor to the author, follow the punctuation prescribed on the above card form.

#### Series Information.

Series information is usually a code or a special numbering system of the issuing agency for the reports which it publishes. It consists of series title and/or report number. Forms which series information can take are:

Environmental Protection Technology Series EPA-R2-73-155  
Mimeo Circular No. 155  
Research Report No. 2

If the issuing agency is not available, place series information after publisher.

#### Publisher.

The name of the publisher can be found at the bottom of the title page or reverse of the title page.

When recording publisher on the catalog card, omit such information as "Co.," "Inc.," "Ltd.," and so on.

If there is no publisher, record "n.p."

#### Date.

Use the copyright date, which is found on the reverse of the title page following the word "Copyright" or the letter "c."

If there is more than one copyright date, take the most recent. For example, when given "Copyright 1967, 1970," use 1970.

Do not take the latest printing date; the book is the same in content as its older copyright date edition. In the example below, the date to

be recorded on the catalog card will be 1965.

Copyright 1965  
By Esther J. Piercy

First Printing 1965  
Second Printing 1966  
Third Printing 1968

If no copyright date can be found, take the date from the title page.

If no date can be found, record "n.d." In such a case, if the date can be estimated, include a Note such as "Date estimated to be 1930" or "Approximately 1945."

Such statements as "3rd Edition" or "Revised Edition" can be included as a Note.

### 3rd Paragraph.

#### Pages.

Record the last numbered page of the main body of the book.

93 p.

If the book has an appendix which begins a new number series (beginning at page 1), record as follows:

163 p., app.

If the book is made up of more than one number series, excluding the above case of main body and appendix, record as follows:

1 v. (various paging).

If the book has no page numbers, record

unp.

### 4th Paragraph.

#### Notes.

Notes can contain such information as the following:

Date estimated to be 1930.  
Former title: The Old Days.  
First published in 1895.  
Revised Edition.

## 5th Paragraph.

### Synopsis or Contents Notes.

If the title of the book does not adequately describe the contents, a short synopsis paragraph will be necessary. Fragment sentences can be used.

Synopsis information is best gathered from the book itself--the jacket, the introduction, the preface, or the table of contents.

Contents Notes are used when it is "necessary to bring out important parts of the work not mentioned in the title, or to give a fuller and more detailed description of the contents than the title supplies."++

Using the following form, all or part of the table of contents is recorded:

Contents. --Elk in Alaska. --Deer in Montana. --Bighorn  
Sheep in Wyoming. --Buffalo in South Dakota.

### Cataloging-in-Publication.

Library of Congress cataloging information, called Cataloging-in-Publication or C.I.P., is now recorded on the reverse of the title page. Such information as date, correct title, publisher, and notes can be obtained from this source.

---

++ Anglo-American Cataloging Rules (Chicago: American Library Association, 1970), p. 222.

Reports of the BLM and Other Agencies  
(Softbound Material in the General Library)

Cataloging practice for reports in the softbound collection is, in most cases, similar to the practice for hardbound books. Differences are noted below.

1st Paragraph.

Title.

In many instances the cover of the work is also the title page, and catalog card information is taken from it.

When a title page is provided in addition to the cover, prefer the title page for obtaining card information.

Indicate the status of the report in parentheses following the title if such information is provided--ie, Draft, Final Report.

Missouri River Basin Framework Study (Draft).

2nd Paragraph.

Author. Issuing Agency, Series Information. Publisher, Date.

Report literature is issued in diverse forms, and, therefore, information for the catalog card will be inconsistent with the form card shown for hardbound books. The following are examples of the possible forms that cards for Report literature can take:

Author. Issuing Agency, Series Information. Publisher, Date.  
John Smith. USDI, BLM, Technical Note 135. USGPO, 1963.

Issuing Agency. Publisher, Date.  
USDI, BLM. USGPO, 1963.

Issuing Agency, Place (provided when there is no publisher),  
Date.  
USDA, Forest Service, Missoula, Mt., 1971.

Author. Issuing Agency, Place, Series Information, Date.  
Mary Brown. USDA, Forest Service, Intermountain Experiment  
Station, Ogden, Utah, Technical Report 136, 1972.

In general, remember that author is separated from the rest of the paragraph by a period. Publisher, too, is separated from the rest of the paragraph; all information preceding the publisher is followed by a period.

3rd Paragraph.

Pages.

Some Report literature is a reprint of a larger work and retains the original paging. Federal Register reprints are an example of this practice. Record the first and last numbered pages.

5536-5593 p.

36-301 p.

4th and 5th Paragraphs.

See Hardbound Books.

Pamphlets

Card Form.

1234 Title \_\_\_\_\_ (card 1).

Library has:

Title of Pamphlet \_\_\_\_\_.

Title of Pamphlet \_\_\_\_\_

\_\_\_\_\_.

Etc.

1234 Title \_\_\_\_\_ (card 2).

Title of Pamphlet \_\_\_\_\_

\_\_\_\_\_.

Etc.

Use a general code number for the call number. No title designation is recorded.

The title of the pamphlet card is the heading from the Subject-Function Code which accompanies the number.

See the Appendix, "Classification and Book Processing," for further information.

### Reprints

Most reprints are single articles, extracted from periodicals or books, and published in pamphlet form. They are short in length and usually cover one topic. Reprints such as these should be treated as pamphlets--the title recorded on the pamphlet card and the reprint filed in the pamphlet box.

Reprints that cover a subject in more than 50 to 100 pages, or which cover more than one subject, deserve separate catalog card treatment, as do reprints from the Federal Register and other government documents. Use the following card form:

1234

Ab    Title \_\_\_\_\_.

Author. Distributor, Publisher. Reprinted  
from \_\_\_\_\_, Volume  
Number, Date.

Pages.

Notes.

Synopsis and Contents Notes.

### Theses and Dissertations

With few exceptions, theses and dissertations are treated the same as Report and Hardbound literature.

#### 1st Paragraph.

##### Title.

Follow the title with report status in parentheses.

Elk Herding in Northwest Montana (Thesis).

#### 2nd Paragraph.

##### Author. University, Place, Date.

Issuing agency and/or publisher is the college or university.

Frances Johnson. University of Montana, Missoula, 1973.

#### 3rd, 4th, and 5th Paragraphs.

See Hardbound Books and Reports.

## Laws, Hearings, and Reports of the U.S. Congress

The MSO Library's collection of Laws, Hearings, and Reports, because of its small size, does not warrant the cataloging of each item. If the collection is kept in a separate area on the shelves, a listing by title, committee, and date should suffice. However, as the collection grows, individual cataloging will be necessary.

It is suggested that card form be adopted from Public Lands Bibliography, Supplement I, pages 52+, compiled by Elaine Billingslea Dockens. The Bibliography is a USDI publication and has the call number in the MSO Library of 2000/Pu/B.

The following changes in the Bibliography's citations can be made to adapt the cards to the MSO system.

### 1st Paragraph.

#### Title.

Title is the portion of the Bibliography's citation recorded in caps. It will be the first paragraph of the card following the usual practice.

### 2nd Paragraph.

All the information in the Bibliography's citation following the title, with the exception of Pages, is the 2nd paragraph.

### 3rd Paragraph.

Pages follow the usual recording practices.

### Corporate Author.

The first line of the Bibliography's citation, ie, "U.S. Congress. House. Committee on Interior and Insular Affairs.", is the corporate author. It should be placed two lines above the title and indented 3 spaces to the right.

The resulting card is not a title card, as is the general MSO Library practice. Rather, it is an author card and will be filed into the system by author.

If a title card is desired, copy the author card, omitting the 1st line (corporate author); incorporate author information into the beginning of the 2nd paragraph.

The advantage of using author over title entry in the case of Laws, Hearings, and Reports is that the catalog user would be more

successful in finding the desired document under its issuing committee or body than he/she would under the title of the work. Titles for Laws, Hearings, and Reports are often generally and arbitrarily worded. Corporate author entry use would also prevent the scattering of the form, Laws, Hearings, and Reports, throughout the catalog.

Serials

Periodicals

Card Form.

|                        |
|------------------------|
| 1234                   |
| Ab <u>Title</u> _____. |
| Holdings.              |
| Publisher, Place.      |
| Notes.                 |
| Synopsis.              |

1st Paragraph.

Title.

Record the title of the most recent volume of the periodical.

Record only the short, familiar title on the title line. Subtitle can be included in the Notes.

When the publication changes name, a card with the new title should be made. Cross-references to former and new titles are recorded in the Notes. A reference to a former title is recorded by the note,

Preceded by \_\_\_\_\_.

A reference to a new title is recorded by the note,

Continued as \_\_\_\_\_.

2nd Paragraph.

Holdings.

The statement of volumes held by the Library is the 2nd paragraph of the periodicals card.

For periodicals which follow a strict disposal schedule, record holdings as follows:

Current year.

Current 3 months.

Volume and years are recorded as follows for periodicals which the Library no longer receives but which it continues to keep ("closed entry"):

v. 1-14; 1929-1942.

Volume and year for "open" entries, or those which the Library continues to receive, is recorded as follows:

v. 1- 1929-

If the Library has an incomplete collection of a periodical, the holdings are recorded as follows:

v. 1, 1929; v. 2, no. 3, 1930; v. 4, 1932; etc.

or

Library has incomplete series:  
1929-

In general, when listing individual issues, separate volumes from years with a comma and issue from issue with a semi-colon.

### 3rd Paragraph.

#### Publisher.

If the name of the publisher is the same as the title, omit the 3rd paragraph entirely. Otherwise, record publisher and place.

### 4th Paragraph.

#### Notes.

Such information as the following can be included in Notes:

Subtitle: The Journal of Health Education for the Entire Family.

Preceded by Montana Wildlife.

Continued as Montana Outdoors.

The following issues are missing from the collection: v. 3, no. 2, 1939; v. 6, no. 1, 1942.

### 5th Paragraph.

#### Synopsis.

Statement of purpose or intent can often be found in a paragraph on the title page, editorial page, beneath the masthead, etc. This can

be photocopied and taped to the card, or typed onto the card, if it is felt that it might be helpful in familiarizing the user with the content of the periodical.

## Proceedings

### Card Form.

|      |                                                         |
|------|---------------------------------------------------------|
| 1234 |                                                         |
| Ab   | Title _____.                                            |
|      | Place, Date (single issue).<br>Holdings (serial issue). |
|      | Sponsoring Agency, Publisher.                           |
|      | Pages (single issue).                                   |
|      | Synopsis or Contents Notes.                             |

### Introduction.

The word "proceedings" is not necessarily included in the title of the work. It is best to remember that proceedings are reports, transactions, minutes..of conferences, seminars, workshops..and are usually issued on a regular basis. See Definitions, page 2.

The MSO Library materials that fall under the category of proceedings include such titles as:

Antelope States Workshop, Proceedings.  
Short Course in Game and Fish Management, Proceedings.  
Western Association of State Game and Fish Commissioners  
Annual Conference.

### 1st Paragraph.

#### Title.

The name of the organization sponsoring the conference, or the name of the conference itself, whichever is provided on the cover and/or title page, is the title.

Invert a title recorded as Proceedings of Western Association of State Game and Fish Commissioners to Western Association of State Game and Fish Commissioners, Proceedings. Proceedings titles often change; scattering of the collection on the shelves can be avoided by title inversions.

## 2nd Paragraph.

### Place, Date (single issue).

If the Library owns one proceedings report, record place and date in the 2nd paragraph.

San Francisco, May 3-4, 1973.

Conferences which are numbered (30th Meeting of the...) are recorded as follows:

30th, Denver, Colo., Aug. 9-15, 1971.

### Holdings (serial issue).

Treat proceedings reports which the Library receives regularly as periodical holdings. Do not include place.

## 3rd Paragraph.

### Sponsoring Agency, Publisher.

If the sponsoring agency differs from the title, record it in the 3rd paragraph.

Include publisher only if it differs from the sponsoring agency or title.

Include date only if it is a single issue report, published in a different year than the date of the conference.

## 4th Paragraph.

### Pages.

Record pages for single issues only.

## 5th Paragraph.

### Synopsis or Contents Notes.

Information in proceedings is easily "lost." A short summary of the contents or Contents Notes themselves are helpful in bringing out some of this information.

### Annual Reports

Treat Annual Reports in the same manner as Proceedings.

#### 1st Paragraph.

##### Title.

Invert the title if necessary to avoid titles beginning with Annual Report of... or 30th Annual Report of...

#### 2nd Paragraph.

##### Holdings.

Record holdings for reports of fiscal years as

F.Y. 1968-

#### 3rd, 4th, and 5th Paragraphs.

See Proceedings.

### Transactions

See Proceedings.

## Monographic Series

### Introduction.

An example of a monographic series in the MSO Library is Anthropology and Sociology Papers, 6231/An.

See Definitions, page 2.

### Card Form.

|      |                                                |
|------|------------------------------------------------|
| 1234 |                                                |
| Ab   | <u>Title of Series</u> _____.                  |
|      | Issuing Agency, Publisher, Place.              |
|      | Library has:                                   |
|      | Volume, Year. <u>Title of Monograph</u> _____. |
|      | Etc.                                           |

### 1st Paragraph.

#### Title.

Record the title of the series on the title line.

### 2nd Paragraph.

#### Issuing Agency and/or Publisher, Place.

Issuing agency and/or publisher of the entire series is the 2nd paragraph.

### 3rd Paragraph.

#### Holdings.

Because each issue of the monographic series deals with a unique topic and has its own title, Holdings should include titles of each issue.

Follow Pamphlet form and begin the Holdings list with "Library has:". List volume number and/or date and title following the above card form.

Add to the list for new holdings, making continuation cards in Pamphlet card form if necessary.

Analytics.

Ideally, a title card should exist for each issue of the series.

A suggested simplified form for such a title card is:

|      |                                  |
|------|----------------------------------|
|      | <u>Title of Monograph</u> _____. |
| 1234 |                                  |
| Ab   | <u>Title of Series</u> _____.    |

The call number from the series card is retained as is the series title. The title of the individual monograph is placed 2 lines above the series title and indented to the right. The card is filed by monograph title.

Author and subject analytics can also be made in this way.

Provide tracings on the unit card. See the Appendix, "The Card Catalog, Tracings."

## Special Areas of the Library

### River Basin Planning Reports, 1736.

See River Basin Planning in the card catalog for examples of the following explanation:

General reports are cataloged individually and filed within the card catalog alphabetically by title.

Reports of committees, framework studies, and area reports are treated serially. The title or area of the report is recorded in the first paragraph. The 2nd paragraph, indented, contains the name of the committee or river basin commission. The card is filed alphabetically by title under the name of the committee or issuing agency.

1736

M Department of Agriculture and the Missouri River Basin.

#### Missouri Basin Inter-Agency Committee Reports.

Reports issued in successive parts or volumes, such as Framework Studies, are listed in Pamphlet card form.

Classification for 1736 follows a different system from the rest of the collection. Follow the examples already set forth in the catalog; and see the Appendix, "Classification and Book Processing."

### Environmental Impact Statements, 1792.

EIS's are also treated serially. See Environmental Impact Statements in the card catalog and the Appendix, "Classification and Book Processing" for examples of the following explanation.

Issuing agency is recorded on the 1st line, indented three spaces.

Title is recorded in its entirety on the 2nd line. It is followed by the status of the report in parentheses, and the date of the report.

No title designation is provided as of date.

EIS's are filed by issuing agency--federal state/municipal, or nongovernment. They are arranged alphabetically by title within each agency.

1792      USDA, Forest Service.

Northern Region Slash Disposal Program (Draft).  
July, 1973.

## The Card Catalog.

### The Title Card.

The title card is the unit card of the catalog. Cards are filed alphabetically by title. Any additional entries, such as series and author, are made from the existing title card.

### Additional Entries.

If it is felt that additional access is necessary in locating Library materials, series, author, and subject cards can be made. At present, series cards are the only additional entries being made for the catalog.

To make additional entry cards, photocopy the title card. Cut it down to 3 x 5 size and type the entry name two lines above the title, indented 3 spaces to the right. The card is filed by the additional entry. For examples of additional entry cards in the Library catalog, see Environmental Protection Technology Series and the Bureau of the Census.

If it is desired that the contents of such materials as proceedings and monographic series be brought out in the catalog, analytic entries can be made in the same manner as the above additional entries. Title analytics will be the most common analytic entries in the MSO Library system. The names of chapter headings or book sections, if they have been included on the title card in the Contents Notes, can be recorded above the title of the photocopied title card. Other forms of analytics are subject, author, author-title, and title-author analytics.

When more than one card is filed in the catalog for one work, there must be a means of locating all cards in order to make corrections, record notes, or remove them from the system. Therefore, means of tracing these cards, called "tracings," are provided on the unit title cards.+

If subject entries have been made on a work, record each subject heading in the tracings. The following is an example of the tracings for a hypothetical work which has been given three subject cards in addition to its title card:

1. Ghost Towns. 2. Montana History. 3. Mining Towns, Montana.

Series, author, and analytic tracings are recorded simply as:

- |            |                       |
|------------|-----------------------|
| I. Series. | I. Title Analytics.   |
| I. Author. | I. Subject Analytics. |
|            | Etc.                  |

---

+Esther J. Piercy, Commonsense Cataloging (New York: H. W. Wilson, 1965), p. 26.

The following is an example of the tracings for a work which has been given one subject card and one series card in addition to its title card:

1. Ghost Towns. I. Series.

Note that subject tracings are listed under Arabic numerals and that other tracings such as series and author are listed under Roman numerals.

Cross-References.

Cards which refer the user from names not used in the catalog to those which are used take the following form:

Census

see

Bureau of the Census

Questions that users ask about the catalog, or criticisms that they make, can be used as clues in determining which cross-references are necessary additions to the catalog.

Upkeep of the Catalog.

When materials are weeded from the collection, remove all cards from the catalog. Use the tracings to retrieve all cards. Keep the cards for the weeded materials in a separate file for later use in updating the shelf-list. A photocopy of weeded materials' cards can be made and sent to the Districts to keep their copies of the shelf-list updated.

When adding new cards to the catalog, place tabs on all those that have not been incorporated into the shelf-list.

## Classification and Book Processing.

### The Call Number.

The call number should be placed on all incoming Library materials. It consists of the code number, which is taken from "1220--Paperwork Management," and the first 2 letters of the first most important word of the title excluding articles (a, an, the) and year (ie, 1969).

### Hardbound Books.

All incoming hardbound materials should be cataloged on manila cards and the cards placed in the card catalog. Permanent charge-out cards should be cataloged on blue cards. Place a tab on all cards which have not been incorporated into the shelf-list.

The code of the book should be placed on the book spine. Cut a mailing label to fit along the lower edge of the spine. Record the code and title designation on it and cover it with clear tape. To insure that the label adheres to the spine, heat the taped area with an iron.

Glue a card pocket into the front inside cover of the book.

Record the following information on the charge-out card (3 x 5) to be placed in the card pocket: code and title designation, author, title, and copyright date.

The code should be penciled onto the upper right-hand corner of the first leaf of the book or the inside cover.

### Softbound Materials.

Pencil the code and title designation onto the upper left-hand corner of the material. If the cover will not "take" the pencil markings, pencil the code onto clear tape.

Catalog the material and file the card in the card catalog. Place a tab on all cards which have not been incorporated into the shelf-list.

### Bibliographies.

Process and catalog Bibliographies in the same manner as Soft-bound Materials. Place a "B" below the title designation and shelve the material in the Bibliography section of the Library. File the catalog card in "Bibliographies."

The "B" insures that if the card and/or the bibliography are misplaced, both will be replaced in the proper areas.

Place a tab on all cards which have not been incorporated into the shelf-list.

#### Pamphlets.

Record the title of the pamphlet on a pamphlet card. Place the code and "P" in the upper left-hand corner of the pamphlet cover and shelve the pamphlet in the proper file box.

The letter "P" insures that if the pamphlet is misplaced, it will be replaced in a pamphlet file rather than in the general collection.

#### River Basin Planning, 1736.

Title designation for River Basin Planning Reports differs from the usual scheme. All general reports are given complete cataloging treatment (general reports are those not issued by a specific committee or agency). Reports of specific committees are cataloged serially.

The following are the title designations for River Basin Planning Reports:

|    |                                          |
|----|------------------------------------------|
| R  | River Basin Planning, General            |
| A  | Arkansas-Red-White River Basins          |
| C  | Columbia River Basin                     |
| M  | Missouri River Basin                     |
| PN | Pacific Northwest River Basins           |
| PS | Pacific Southwest Inter-Agency Committee |
| P  | Platte River Reports                     |
| S  | Souris-Red-Rainy River Basins            |
| W  | Willamette River Basin                   |

#### Environmental Impact Statements, 1792.

As of now, no title designation is provided for EIS reports. As the collection grows, some such designation will be needed--possibly a designation which separates one issuing agency from the other.

### The Shelf-List.

The shelf-list, entitled Holdings of the MSO Library: Legal and General Libraries, is a catalog of the Library's collection arranged in Subject-Function Code order. It was prepared by photocopying the title cards, leaving openings for the inclusion of supplements.

A copy of the shelf-list has been sent to each District office. The Library retains three copies: The Library Copy is for MSO personnel use; the Records Copy is to be used for record keeping; and the Master Copy is for the eventual creation of a new catalog. The Master Copy should remain unmarked and unused.

When a number of new materials have been acquired by the Library, supplements should be made by the same photocopy method and added to the shelf-list. The date of the supplement should be recorded at the bottom of each sheet. These supplements can be sent to the Districts and distributed to MSO personnel as the Library's notification of its new acquisitions.

Cards of materials which have been weeded from the collection should be crossed off the shelf-list.

Every two years, or whenever it is deemed necessary by Records Section personnel, a new catalog should be created out of the Master Copy and the supplements. The Master and supplement entries can be cut apart, the crossed-off entries disposed of, and the remainder recombined into Subject-Function Code order and glued or taped onto sheets of paper for photocopying. The date of the new catalog should be recorded at the bottom of each sheet.

A clear plastic folder cut down to photocopy machine paper size is helpful in securing cards in place for photocopying. The date can be taped into one of the lower corners of the folder and will thus appear on each page of the supplement or catalog.

## The Authority Files.

### Series Authority File.

As an aid in cataloging, a card should be made for each series that is in the Library. Record the title of the series on a card and keep all such series cards in a separate file. This file can be consulted when cataloging incoming materials in order to determine which materials require series catalog cards and tracings and which materials can be cataloged in a simplified manner (ie, Environmental Impact Statements).

For the purposes of the Series Authority File, the term "series" is used loosely. It signifies materials which are issued by one agency or organization, materials which are issued by an agency or organization under a common title, and materials which fall under a common form, either in their content or in the treatment they receive in the MSO Library.

Examples of series catalog cards already in the MSO Library system are:

- Bureau of the Census.
- Environmental Impact Statements
- Environmental Protection Agency Technology Series
- River Basin Planning Reports.

### Classification and Subject Authority File.

A copy of "1220--Paperwork Management" (Subject-Function Code) has been marked and annotated to indicate which codes and subjects are now used by the MSO Library. Codes which the Library uses are underlined. Subject headings which accompany the codes are also underlined; additional subject headings are penciled into the margins.

In order to avoid inconsistencies in classification, the authority file should be consulted to determine which codes have already been given to subjects covered in the Library. The shelf-list can also be consulted.

When a code is entered into the system for the first time, underline it in "Paperwork Management." Keep up-to-date on subject headings also.

## Inventory Procedures.

### The Ongoing Inventory.

Because many Library materials may have been charged-out during the initial inventory, incoming materials should be checked against the card catalog for at least three months to catch those that have not been cataloged.

### Inventory of Office Hardbound Books.

Office hardbound books will be cataloged on blue cards to keep them separate from the rest of the collection. Card form is the following:

|           |                          |
|-----------|--------------------------|
| Division  |                          |
| Last name | Title. _____.            |
|           | Author, Publisher, Date. |
|           | Pages.                   |

The "call number" is the abbreviation of the division and the last name of the person who holds the book.

A photocopy list will be made for the holdings of each individual. Cards should be filed alphabetically by title in the card catalog.

When office material is transferred to the Library, replace the blue card with a manila card. When office material is disposed of, remove entries from both the catalog and the photocopy list.

### Managing Library Growth.

As the Library grows, steps will have to be taken to incorporate the new materials and keep up on as well as improve Library services. Some suggestions follow:

Provide more detailed classification by using more Code numbers than are now being used. Zero into the subject of the material rather than using general Code numbers.

A unique call number system would insure that each material has its own number and would facilitate location of the material on the shelf. A third line can be added to the call number showing order on the shelf or accession order. Examples of such call numbers are

|      |      |      |
|------|------|------|
| 6300 | 6300 | 6300 |
| Bi   | Bi   | Bi   |
| 1    | 2    | 3    |

and so on.

An expanded access system can be provided by increasing the number and kind of entries in the catalog. Besides title entry, the catalog should provide series, author, and subject entries.

Create a subject catalog which contains headings provided by "1220--Paperwork Management" as well as subjects found in the Library that "Paperwork Management" overlooks. Also include headings for subjects of current interest to MSO work.

Loan Policy  
(Records Aid Copy)

MSO Personnel.

Any Library material can be charged-out of the Library and used in individual offices. The Monthly Catalog of U.S. Government Publications should remain in the Library area.

There is no specific time limit on the return of materials.

Hardbound Books.

Hardbound book charge-out cards are located in the inside front cover. Completed cards, containing date and name, should be left with the Records Aid for filing. Temporary charge-out cards should be filed separately from permanent charge-out cards.

Softbound Materials.

Date, borrower's name, call number, and title should be recorded on an orange "out" card and left in the space occupied by the borrowed material.

Charge-out cards should be made for softbound materials that are to remain in individual offices permanently and filed in the appropriate file (3 x 5).

Loan to District Offices.

MSO Library materials can generally be borrowed by District office personnel for a period of 4 weeks. They possibly can be renewed by phone for a specified time.

Loan to Non-BLM Persons.

Other Organizations and Federal Agencies Involved in Work with the BLM.

Library materials can be charged-out and removed from the Library if an appropriate employee authorizes it. Loan period is generally for 4 weeks.

Other.

Library material is restricted to in-Library use unless an appropriate employee authorizes it.

### Recall.

If a request is made for charged-out material, it can be recalled after it has been on loan for 2 weeks.

### Loan Priorities List.

Although the MSO Library collection is theoretically open to the public, its first aim is to serve BLM personnel. The following is a priorities list to be used in making loan and recall decisions.

1. MSO office personnel.
2. District offices personnel.
3. Other organizations and federal agencies involved in work with the BLM.
4. Referrals from the Billings Public, Eastern Montana College, and area special libraries.
5. Other.

### Weeding Policy

It is the responsibility of each division to take the first step in disposing of Library materials which no longer have value as reference tools.

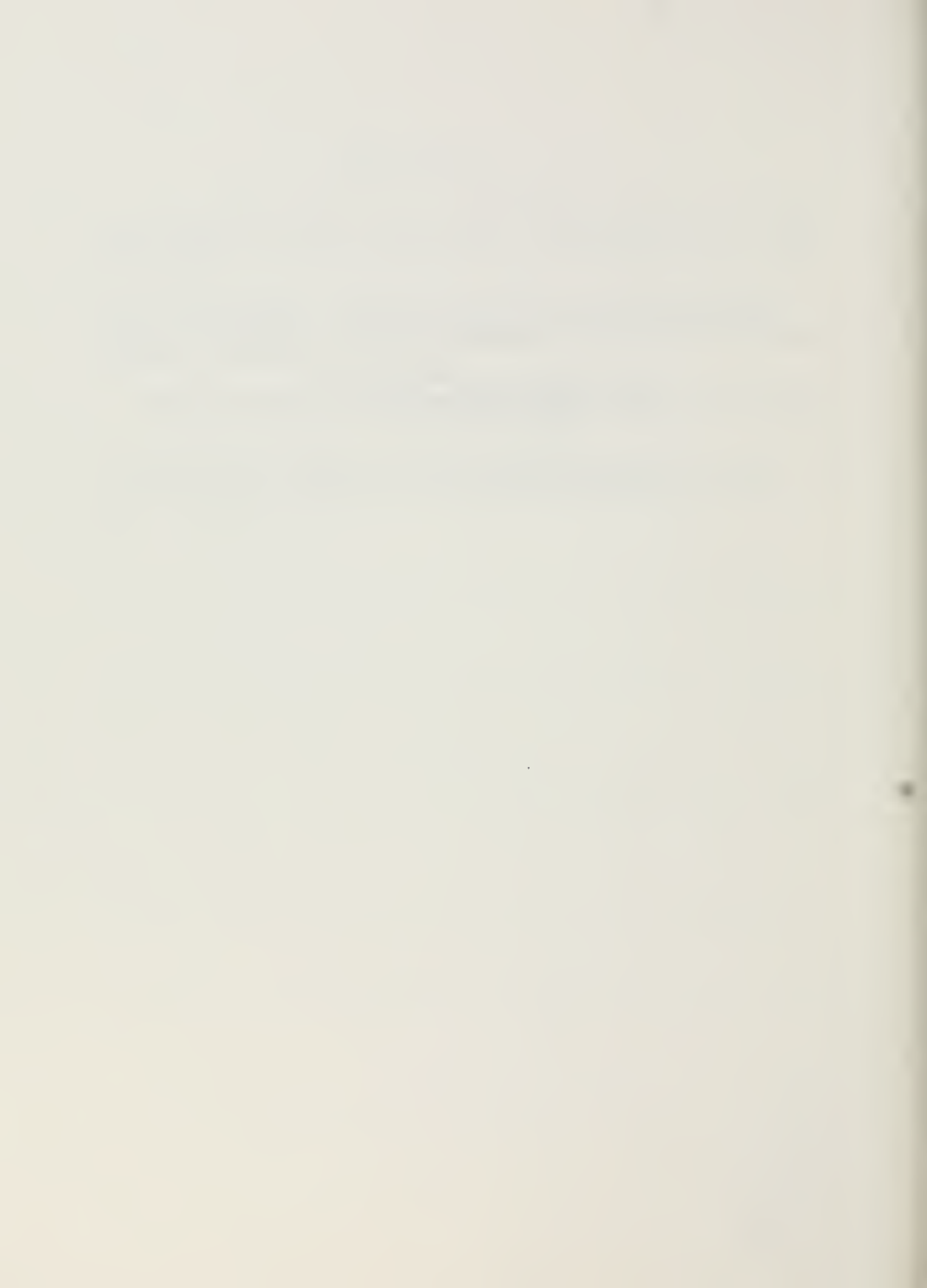
One week each year will be set aside by the Records Management Section for weeding. At least one person from each branch should survey the materials related to the division's work and set aside those materials recommended for disposal.

Weeded materials will be kept in a special area for approximately one week to be reviewed by other BLM personnel.

Materials recommended for Library retention will be returned to the collection. The remainder will be disposed of according to BLM Manual 1272 (Disposal).

## APPENDIX F

Sample Pages: Subject-Function Code  
1220--Paperwork Management



## Subject-Function Classification Chart

## 1000 - GENERAL MANAGEMENT

- 1003 - Acting Officials
  - .1 Washington Office
  - .2 Field

## 1100 - GENERAL ADMINISTRATION

- 1101 - Visits to Washington Office
  - .1 Notification, Coordination, and Followup
- 1102 - Passes and Employee Identification Cards
  - .1 Passes
  - .2 Department of the Interior Identification Cards
  - .3 U.S. Government Identification Cards, Optional Form 55

## 1110 - Cross-Functional Activities Management

- 1111 - Fire Business Management
  - .1 Fire Organization and Recruitment
  - .2 Cooperative Agreements
  - .3 Timekeeping and Pay
  - .4 Work Injury Compensation Benefits
  - .5 Commissary Operations
  - .6 Assistant Disbursing Officer Operations
  - .7 Procurement
  - .8 Property Management

## 1112 - Safety

- .1 Accident Prevention
- .2 Safety Management Information System
- .3 Planning for Safety
- .4 Safety Stipulations in Contracting
- .5 Safety Awards

## 1113 - Official Use of Horses

- .1 Sources of Obtaining Horses
- .2 Loss, Damage, or Injury
- .3 Transporting Horses

## 1120 - Public Affairs

- .1 Planning
- .2 Official, Non-Official, and Technical Expression

## 1121 - Internal Information

- .1 Departmental Requirements
  - .11 Secretarial Information System
    - A. Operational Planning System (OPS)
    - B. Action Forcing Events
- .2 Bureau Requirements
  - .21 Weekly Highlights
  - .22 BLM Newsletter
  - .23 Concern Alerts

## 1122 - External Information

- .1 Mandatory Requirements
  - .11 Regulatory Press Releases
- .2 Discretionary Activities
  - .21 Personnel, Program, and Other BLM Activity Press Releases
- .3 General Publication Program
  - .31 Fact Sheets
  - .32 Informational Brochures
  - .33 Recreation Maps

## 1123 - Management Support

- .1 Audio-Visual Support
- .2 Program and Project Support
- .3 Technical Publications

## 1124 - Johnny Horizon Program

## 1125 - Interpretive Services

## 1126 - Environmental Education

## 1127 - Public Participation

- .1 Public Participation Plans
  - .11 Types and Uses
  - .12 Review
- .2 Developing a Plan
  - .21 Timing
  - .22 Detail
  - .23 Flexibility
  - .24 Planning
- .3 Obtaining Public Participation
  - .31 Extent of Participation
- .4 Scheduling Public Participation
  - .41 Schedules
  - .42 Timing
- .5 Followthrough
  - .51 Evaluating Public Response
  - .52 Explaining Decisions
  - .53 Continuing Public Contact

## 1130 - (Unassigned)

## 1140 - Compliance

## 1141 - (Unassigned)

## 1142 - (Unassigned)

## 1143 - Equal Opportunity in Federal Employment

## 1144 - Investigations

## 1145 - Program Sales and Surplus Personal Property Sales

- .1 Bids and Proposals
- .2 Reporting Identical Bids
- .3 Reporting Suspected Antitrust Violations

## 1150 - (Unassigned)

## 1160 - Statistics

## 1161 - Compilation

## 1162 - Analyses and Evaluation

## 1163 - Coordination

## 1164 - Publication

## 1165 - Public Land Statistics

## 1170 - Emergency Preparedness

## 1200 - MANAGEMENT ANALYSIS

## 1206 - Management Information

## Subject-Function Classification Chart

|                                                           |                                                      |
|-----------------------------------------------------------|------------------------------------------------------|
| → 1210 - Organization Management ←                        | 1223 - Forms Management                              |
| → 1211 - Organization Principles, Standards, and Policy ← | .1 Proposing Forms                                   |
| → 1212 - Organizational Control                           | .2 Forms Analysis and Design                         |
| .1 Organization Change Evaluation Criteria                | .3 Reproduction and Distribution                     |
| .2 Changing Office Locations                              | .4 Forms Control                                     |
| .3 Administrative Boundary Location Changes ←             | .5 Stocking                                          |
| 1213 - Organization Structure and Functions ←             | .6 New, Revised, Superseded, or Obsolete Forms       |
| .1 Overall Organization ←                                 | 1230 - Committee Management                          |
| .2 Headquarters Organization                              | .1 Creating and Changing of Committees               |
| .3 Field Organization                                     | .2 Committee Members                                 |
| .4 Other Interior Bureaus and Agencies                    | .3 BLM Assistance to Departmental Representatives    |
| .5 Other Government Agencies →                            | .4 Advisory Committees                               |
| 1214 - Delegations of Authority                           | → .5 Withdrawal from or Abolishment of Committees ←  |
| 1220 - Paperwork Management                               | 1240 - Evaluation Systems                            |
| 1221 - Directives                                         | 1241 - General Management and Functional Evaluations |
| .1 Types and Uses                                         | .1 Types of Evaluations                              |
| .2 Writing Standards                                      | .11 General Management                               |
| .3 Review and Approval                                    | A. Frequency                                         |
| .4 Distribution                                           | B. Scheduling                                        |
| .5 Maintenance                                            | C. Programming                                       |
| 1222 - Reports Management                                 | D. Team Composition                                  |
| .1 Functions of Reports Management                        | .12 Functional                                       |
| .2 Managed Reports                                        | A. Frequency                                         |
| .3 Reports Management Symbols                             | B. Scheduling                                        |
| .4 Reporting Directives                                   | C. Programming                                       |
| .5 Report Case Files                                      | D. Team Composition                                  |
|                                                           | .13 Special Evaluations                              |
|                                                           | .2 Conduct of Evaluation                             |
|                                                           | .21 Advance Preparation                              |
|                                                           | .22 Notification                                     |
|                                                           | .23 Evaluation Outlines                              |
|                                                           | .24 Initial Conference                               |
|                                                           | .25 Evaluation Techniques                            |
|                                                           | .26 Closeout                                         |
|                                                           | .3 Evaluation Reports                                |
|                                                           | .31 Content and Format                               |
|                                                           | A. Cover and Title Page                              |
|                                                           | B. Evaluation Reports, Summary                       |
|                                                           | C. Evaluation Work Sheet                             |
|                                                           | .4 Implementation and Followup                       |

## Subject-Function Classification Chart

|                                                         |                                                                    |
|---------------------------------------------------------|--------------------------------------------------------------------|
| 5000 - FOREST MANAGEMENT                                | 5214 - Photo Interpretation                                        |
| 5010 - Interagency Cooperation                          | 5215 - Field Procedures                                            |
| 5020 - Other Cooperation                                | 5216 - Processing of Inventory Data                                |
| 5030 - Major Projects                                   | 5217 - Special Reports                                             |
| 5040 - Sustained Yield Units and Cooperative Agreements | 5220 - Studies and Analyses                                        |
| 5041 - Annual Productive Capacity                       | 5230 - Forest Modeling                                             |
| 5042 - Master Units                                     | 5240 - Allowable Cut Planning                                      |
| 5043 - Sustained-Yield Forest Units                     | 5250 - Intensive Forest Inventories                                |
| 5044 - Cooperative Sustained-Yield Agreements           | 5260 - Timber Depletion and Statistics                             |
| 5045 - Exchanges                                        | 5300 - TIMBER MEASUREMENTS                                         |
| .1 O. and C. Timberlands                                | 5310 - Cruising                                                    |
| .2 Public Domain Timberlands                            | 5311 - Techniques                                                  |
| 5050 - Exports and Imports                              | 5312 - Form Class                                                  |
| 5051 - Exports-Imports Canada                           | 5313 - Volume Tables                                               |
| 5052 - Exports-Imports Japan                            | 5314 - Log Grades                                                  |
| 5053 - Exports-Imports Other Nations                    | 5315 - Lumber Yields                                               |
| 5060 - Field Studies                                    | 5320 - Scaling                                                     |
| 5061 - Silviculture                                     | 5330 - Conversions                                                 |
| .1 General                                              | 5340 - Data Processing                                             |
| .2 Reforestation                                        | 5350 - Recovery Studies                                            |
| .3 Precommercial Thinning                               | 5360 - Reports and Statistics                                      |
| .4 Commercial Thinning                                  | 5400 - SALES OF FOREST PRODUCTS                                    |
| .5 Fertilization                                        | 5401 - Advertised Sales                                            |
| .6 Genetics                                             | 5402 - Other Than Advertised Sales                                 |
| .7 Harvesting                                           |                                                                    |
| .71 Logging Techniques                                  | 5403 - Lands Considered Withdrawn or Classified for Power Purposes |
| .72 Effects of Logging on Other Forest Resources        | 5410 - Annual Timber Sale Plan                                     |
| 5100 - FOREST MANAGEMENT PLANS                          | 5411 - Preparation of Plan                                         |
| 5110 - Timber Management Plans                          | .1 Factors in Development of Plan                                  |
| 5111 - Stand Surveys                                    | .2 Development and Use of Plan                                     |
| 5112 - Preparation and Content                          | 5420 - Preparation For Sale                                        |
| 5113 - Format                                           | .1 Timber                                                          |
| 5114 - Review and Approval                              | .2 Minor Forest Products                                           |
| 5115 - Revisions and Updating                           | 5421 - Sale Layout                                                 |
| 5120 - Revisions                                        | .1 Plan                                                            |
| 5130 - Timber Access Plans                              | .2 Supervision                                                     |
| 5140 - Reports and Statistics                           | .3 Boundaries                                                      |
| 5200 - FOREST MANAGEMENT PROGRAM DEVELOPMENT            | .4 Designating Forest Products To Be Sold                          |
| 5210 - Extensive Forest Inventories                     | .5 Sale Area Mapping                                               |
| 5211 - Unit Determination                               | 5422 - Volume Measurements                                         |
| 5212 - Design Criteria                                  | 5423 - Appraisal                                                   |
| 5213 - Photography                                      |                                                                    |

## Subject-Function Classification Chart

- 5424 - Preparation of Contract and Exhibits
  - .1 Contract File Organization
  - .2 Advertised Sales
  - .3 Cash Sale of Vegetative Resources
  - .4 Nonadvertised Sales
  - .5 Contract Numbering Procedure
- 5430 - Advertisement
  - .1 Advertising Requirements
  - .2 Timber Sale Notice
  - .3 Timber Sale Prospectus
- 5440 - Conduct of Sales
  - .1 Sale Procedures
- 5441 - Advertised Sales
  - .1 Qualifications of Bidders
  - .2 Withdrawal of Tract From Advertising
- 5442 - Bidding Procedures
- 5443 - Ninety-Day Sales
  - .1 Provisions for 90-Day Sales
  - .2 Special Advertising Procedures
  - .3 Accepting Bids
  - .4 Declaring High Bidder
  - .5 Withdrawal of Sale
- 5444 - Non-Advertised Sales
- 5445 - Post-Sale Actions
  - .1 Declaration of High Bidder
  - .2 Confirmation of High Bid
  - .3 Reports
- 5450 - Award of Contract
  - .1 Pre-Award Qualifications of High Bidder
  - .2 Failure of High Bidder to Qualify
  - .3 Record of Qualifying Information
- 5451 - Performance Bonds
  - .1 Types
  - .2 Computation of Amount of Bond
  - .3 Level of Bonding
- 5452 - Methods of Payment
  - .1 Applicability
  - .2 Cash Payments
  - .3 Installment Payments
- 5453 - Letter of Award
  - .1 Preparation of Letter
  - .2 Time Limit for Returning Signed Contract
  - .3 SBA Set-Aside Sales
- 5454 - Execution of Contract
  - .1 Determining Acceptability of Executed Contract
  - .2 Right of Appeal
  - .3 SBA Road Loan Application
- 5455 - Approval of Contract
  - .1 Processing Properly Executed Contract
- 5460 - Sales Administration
- 5461 - Contract Payment
  - .1 Cutting or Logging Progress Reporting
  - .2 Receipt of Payments
- 5462 - Contract Inspection
  - .1 Delegated Representative
  - .2 Inspection Frequency
  - .3 Inspection Report
  - .4 Inspecting Records
  - .5 Instructions to Purchaser
  - .6 Scale Sales
- 5463 - Expiration of Time for Cutting and Removal
  - .1 Prior Notice
  - .2 Extension of Time
- 5470 - Contract Modification - Extension - Assignment
- 5471 - Contract Modification
- 5472 - (Unassigned)
- 5473 - Extension of Time For Cutting and Removal
  - .1 Application
    - .11 Letter Content
  - .2 Evaluation
    - .21 Rejection of Request
    - .22 Approval of Request
- 5474 - Contract Assignment
  - .1 Conditions
  - .2 Method of Assignment
  - .3 Performance Bond
- 5480 - Contract Violation, Suspension, Cancellation, Termination
- 5481 - Contract Violation
  - .1 Damage to Reserve Timber
  - .2 Fire Damage
  - .3 Damage to Utilities and Improvements
  - .4 Nonperformance
- 5482 - Suspension of Contract
  - .1 Reasons for Suspending Operations
  - .2 Failure to Remedy
- 5483 - Cancellation of Contract
  - .1 Method
  - .2 Determination of Damages
- 5484 - Termination of Contract
  - .1 Timeliness
  - .2 Termination Actions
- 5500 - NON-SALE DISPOSALS
  - .1 Free-Use Permits

# Subject-Function Classification Chart

## 6000 - OUTDOOR RECREATION

6001 - Reports

6002 - Evaluations

6003 - Multiple-Use Coordination

6004 - Cooperative Relations

6005 - Training

6006 - Research

## 6100 - INVENTORY, EVALUATION, AND PLANNING

6110 - Extensive Phase Inventory

6111 - Quality Evaluation of Recreation Use Opportunities

6112 - Visitor-Use Analysis (Extensive Phase)

6113 - Usability Evaluation

6120 - Intensive Phase Inventory

6121 - Recreation Resource Inventory

6122 - Detailed Quality Evaluation

6123 - Detailed Visitor-Use Analysis

6124 - Demand Analysis

6125 - Hazards Inventory and Analysis

6126 - Undesirable Features Inventory and Evaluation

6127 - Climatic Factors Inventory and Evaluation

6128 - Recreation Facilities Inventory and Evaluation

→ 6129 - Environmental Education Areas Inventory ←

6130 - Criteria for Selection and Establishment of Natural, Cultural, and Recreational Areas

6131 - Selection of Natural Areas

- .1 Research Natural Areas
- .2 Outstanding Natural Areas
- .3 Pristine Areas
- .4 Wild and Scenic Rivers
- .5 National Natural Landmarks
- .6 Environmental Education Areas
- .7 Scenic Areas
- .8 Open Space Areas

6132 - Selection of Cultural Areas

- .1 Research Cultural Areas
- .2 Historical Areas
- .3 Archeological Areas
- .4 Other Cultural Areas
- .5 Historic National Landmarks
- .6 Historic Trails and Routes

6133 - Selection of Recreational Areas

- .1 National Recreation Areas
- .2 Recreation Lands
- .3 Winter Sports Areas

- .4 Water Sports Areas
- .5 Collecting Areas
- .6 Specialized Activity Areas
- .7 Development Areas
- .8 Recreation Roads and Trails
- .9 Hunting and Fishing Areas

6140 - Recreation Carrying Capacity Evaluation

6150 - Visual Resource Planning

6151 - Delineation of Management Units

6152 - Assigning Quality Standards

6153 - Writing Management Prescriptions

6160 - Recreation Management Planning

6161 - Bureauwide Recreation Management Plan

6162 - State Recreation Management Plan

6163 - District Recreation Management Plan

6164 - Resource Area Recreation Management Plan

6165 - Specific Area Recreation Management Plan

6170 - Detailed Recreation Plans

6171 - Visitor Management Plan

- .1 Protection
- .2 Services
- .3 Facilities
- .4 Control

6172 - Resource Protection Plan

6173 - Commercial Facilities and Services Plan

→ 6190 - Nationwide Recreation Plan ←

## 6200 - RECREATION MANAGEMENT

6210 - Environmental Protection

6211 - Recreation Environmental Analysis

6212 - Recreation Environmental Statements

6220 - Protection and Preservation of Natural Values

6221 - Primitive Areas

6222 - Scenic Corridors - Buffer Zones

6223 - Wild and Scenic Rivers

6224 - (Unassigned)

6225 - Natural Areas

6226 - National Natural Landmarks

6227 - Cavea

6230 - Preservation and Protection of Historic and Cultural Values

6231 - Antiquities

## Subject-Function Classification Chart

6232 - Historic Sites  
 6233 - National Historic Landmarks and Registers  
 6234 - Paleontological Values  
 6240 - Special Management Areas  
 6241 - Recreation Lands  
 6242 - National Recreation Areas  
 6243 - Scenic Roads and Parkways  
 6244 - National Scenic Areas  
 6245 - National Conservation Areas  
 6250 - Recreation Access  
 6251 - (Unassigned)  
 6252 - (Unassigned)  
 6253 - Scenic Easements  
 6254 - National Trails System  
 6255 - Other Trail Systems  
 6260 - Visitor Management  
 6261 - Rules for Visitor Use of Developed Recreation Sites  
 6262 - Visitor Health and Safety  
 6263 - Recreation Fees and Permits  
 6264 - Recreation Signs  
 6265 - Ranger Force  
 6266 - Enforcement of Recreation Regulations  
 6267 - Monitoring Recreation Use  
 6268 - Other Agency Programs  
 6270 - Recreation Development  
 6271 - Standards and Procedures for Development  
 6272 - Investment in Outdoor Recreation  
 6273 - Transfer of Responsibility  
 → 6274 - Developed Recreation Sites ←  
 6280 - Recreation Interpretive Services  
 6290 - Off-Road Vehicles  
 6291 - Use of Off-Road Vehicle Areas  
 6292 - Designation of Off-Road Vehicle Areas  
 6293 - (Unassigned)  
 6294 - Management of Off-Road Vehicle Use

6295- Operation of Off-Road Vehicles  
 6296 - Monitoring Off-Road Vehicle Use  
 6500 - WILDLIFE MANAGEMENT  
 6501 - Reports  
 6502 - Evaluations  
 6503 - Advisory Board Wildlife Members  
 6510 - Multiple-Use Coordination  
 6511 - Wildlife-Engineering  
 .1 General Coordination  
 .11 Multiple-Use Design  
 .12 Cooperation  
 .2 Specific Coordination  
 .21 Roads and Trails  
 .22 Water Structures  
 .23 Recreation Sites  
 .24 Other  
 .3 Implementation  
 .31 Coordinating Project Proposals  
 .32 Reviewing and/or Resolving Conflicts  
 6512 - Wildlife-Forest Management  
 .1 General Considerations  
 .2 Wildlife Management Considerations  
 .3 Fish Management Considerations  
 6513 - Wildlife-Lands  
 6514 - Wildlife-Minerals  
 6515 - Wildlife-Protection  
 6516 - Wildlife-Range Management  
 6517 - Wildlife-Recreation  
 6518 - Wildlife-Soil and Watershed Management  
 6520 - Cooperative Relations  
 6521 - State Agencies  
 .1 Wildlife Agencies  
 .11 State-BLM Memorandum of Agreement  
 .12 Studies and Plans  
 A. Habitat Surveys  
 B. Game Population Surveys  
 C. Reconciling Conflicts  
 .13 Habitat Improvement Projects  
 A. Cooperative Agreements  
 .14 BLM-State Coordinated Programs  
 .15 Law Enforcement  
 .2 Schools  
 .21 Cooperative Wildlife or Fisheries Research Units  
 .22 Universities  
 .3 State Health Departments  
 .4 State Highway Departments  
 .5 Special Interstate Commissions

This intern report was read and accepted by a staff member at:

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This report was completed by a WICHE intern. This intern's project was part of the Resources Development Internship Program administered by the Western Interstate Commission for Higher Education (WICHE).

The purpose of the internship program is to bring organizations involved in community and economic development, environmental problems and the humanities together with institutions of higher education and their students in the West for the benefit of all.

For these organizations, the intern program provides the problem-solving talents of student manpower while making the resources of universities and colleges more available. For institutions of higher education, the program provides relevant field education for their students while building their capacity for problem-solving.

WICHE is an organization in the West uniquely suited for sponsoring such a program. It is an interstate agency formed by the thirteen western states for the specific purpose of relating the resources of higher education to the needs of western citizens. WICHE has been concerned with a broad range of community needs in the West for some time, insofar as they bear directly on the well-being of western peoples and the future of higher education in the West. WICHE feels that the internship program is one method for meeting its obligations within the thirteen western states. In its efforts to achieve these objectives, WICHE appreciates having received the generous support and assistance of the Economic Development Administration; the Jessie Smith Noyes Foundation; the National Endowment for the Humanities; the National Science Foundation; the Division of Education of HEW; and of innumerable local leaders and community organizations, including the agency that sponsored this intern project.

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